WRITTEN OFFER EXAMPLE

Dear <Estate Agent name>,

Further to our conversation, I am writing to confirm the offer I have put forward on <property address>.

As you are aware, this is an investment purchase. Having looked into the prices at which similar properties in the area have sold and the level of rental income I could expect to achieve, £<amount> is the price at which the property is a worthwhile investment for me.

My solicitor/conveyancer and mortgage broker (details below) have both been instructed and are able to act quickly. A mortgage has been agreed in principle, deposit funds are in place and can be accessed at short notice, and this purchase would not be dependent on any other property sale. Please feel free to contact my broker for confirmation.

If my offer is acceptable to the vendor, I will instruct a survey immediately and would like to aim for exchange of contracts as soon as possible, with completion <when>. *\*If the vendor has a related onward purchase, you should outline how flexible you are willing to be.*

I appreciate my offer may be a little below what the vendors were hoping to achieve, but hope that my position is of some additional value to them.

I look forward to hearing from you.

Your sincerely,

**Solicitor**

<name, phone number(s), email & address>

**Mortgage broker**

<name, phone number(s), email & address>