Your Full Name

 Address Line 1

 Address Line 2

 Town/City

 County

 Postcode

To [Company/Name]

Address Line 1

Address Line 2

Town/City

County

Postcode [Insert Date]

**Re: [ADDRESS OF PROPERTY]**

Further to my viewing on [date], I am pleased to be in a position to offer to purchase the freehold/leasehold [delete as appropriate] on the above property.

This offer is made on condition that the vendor accepts by [**date**], as there are other properties I am interested in purchasing, and that all future viewings are cancelled and the property is withdrawn from sale on the open market.

My offer is £[numerical format] ([offer in words])

As I wish to buy this property as an investment, I can confirm that I am in a chain-free position. My finances are already in place and I can instruct my solicitor immediately upon the offer being accepted.

I appreciate the offer is less than the asking price but it reflects the condition of the property, recent comparable sales and my strong position as a prospective purchaser who can complete the sale quickly.

Subject to the valuation and survey being completed within the next 14 days, I would expect to **exchange contracts on [date]** and **complete by [date]**.

I look forward to hearing from you at your earliest opportunity.

Yours [Faithfully/Sincerely]

*[Sign]*

Your Full Name