



PRACTICAL GUIDE

Written Offer Letter Template

A clean, professional offer letter that gets read first, with the conditions, deposit and settlement framing agents respect.

Required elements

- Buyer's full legal name(s) and address.
- Property address and title reference.
- Offer price in numerals and words.
- Deposit amount and proposed settlement date.
- Conditions (subject-to-finance, building, pest, Section 32 review).
- Expiry date and time of offer.

Tone and framing

- Professional, concise, one page where possible.
- Lead with your number; don't bury it in the third paragraph.
- Attach finance evidence (pre-approval letter dated within 30 days).
- Sign with full legal name, not a nickname.

Tactical wording

- 'This offer is open until 5pm Wednesday' creates urgency.
- 'I am in a position to sign tonight' signals readiness.
- 'My conveyancer is ready to receive the contract' signals capability.
- Avoid emotional language; vendors choose buyers but lawyers draft contracts.

Follow-up

- Email the offer letter direct to the listing agent.
- Phone confirmation 30 minutes later that it's been received.
- If no response by expiry, withdraw cleanly in writing; do not extend silently.

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