${applicant\_name}

${applicant\_full\_address\_br}

${date}

Dear ${applicant\_dear},

**Re: ${property\_full\_address}**

I write to confirm that your offer of ${offer\_amount\_formatted} (${offer\_amount\_in\_words}) for the above property has been reported to my clients.

I will contact you as soon as my clients have given me instructions regarding your offer.

Yours sincerely,

${negotiator\_name}

${owner\_name}

${owner\_full\_address\_br}

${date}

Dear ${owner\_dear},

**Re: {property\_full\_address}**

I am writing to confirm that I have received an offer for your property for the sum of ${offer\_amount\_formatted} (${offer\_amount\_in\_words}) from ${applicant\_name}. A copy of the written offer is enclosed where appropriate.

I would be grateful if you would contact me to discuss this matter further.

Yours sincerely,

${negotiator\_name}