${applicant\_name}

${applicant\_full\_address\_br}

${date}

Dear ${applicant\_dear},

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

We have put forward your offer for the sum of ${offer\_amount\_formatted} (${offer\_amount\_in\_words}), to our clients for their consideration.

Our clients have rejected the above offer but if at any time you wish to increase the figure please do not hesitate to contact us.

We look forward to further negotiations with you.

Yours sincerely,

${negotiator\_name}

${owner\_name}

${owner\_full\_address\_br}

${date}

Dear ${owner\_dear},

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

Further to our recent conversation we write to inform you that we have received an offer in the sum of ${offer\_amount\_formatted} (subject to contract) for the above property from ${applicant\_name}.

We have informed Mr Joshua Stanley that the above offer is not acceptable; naturally if we are able to negotiate an increased offer we will contact you immediately.

If we can be of any further assistance please do not hesitate to contact us.

Yours sincerely,

${negotiator\_name}