

FORMAL OFFER LETTER

To: _____

From: _____

Subject: Formal Offer to Purchase

Dear Sir/Madam,

This Formal Offer Letter (“Offer”) is submitted by the undersigned (“Buyer”) to the recipient (“Seller”) expressing Buyer’s intention to purchase the property or asset described below, subject to the terms and conditions set forth in this Offer. This Offer is legally binding and governed by the laws of the United States of America.

1. Description of Property / Asset:

2. Purchase Price:

_____ USD

3. Payment Terms:

4. Earnest Money Deposit:

_____ USD

5. Closing Conditions:

This Offer is contingent upon the following conditions being satisfied or waived by the Buyer prior to Closing: inspection and approval of the property or asset, verification of clear title and ownership, satisfactory review of all relevant documentation, and any other terms mutually agreed upon in subsequent Purchase Agreement.

6. Closing Date and Location:

7. Representations and Warranties:

Seller represents and warrants that Seller has good and marketable title to the property or asset, free and clear of all liens and encumbrances, and has the full legal right and authority to sell the same. Seller further warrants that all information provided to Buyer is true, correct, and complete to the best of Seller’s knowledge.

8. Confidentiality:

Both parties agree that all negotiations, terms, and conditions of this Offer are confidential and shall not be disclosed to third parties except as required by law or with prior written consent of the other party.

9. Governing Law and Jurisdiction:

This Offer and any subsequent Purchase Agreement shall be governed by and construed in accordance with the laws of the United States of America and the applicable state laws where the property or asset is located. Both parties consent to the exclusive jurisdiction and venue of courts in said jurisdiction.

10. Entire Agreement:

This Offer constitutes the entire agreement between Buyer and Seller with respect to the subject matter hereof and supersedes all prior communications, negotiations, and agreements, whether oral or written. Any amendments must be in writing and signed by both parties.

11. Acceptance of Offer:

This Offer shall remain open for acceptance by Seller until it is revoked by Buyer or until acceptance in writing is received by Buyer. Upon such acceptance, this Offer shall become a binding contract enforceable by law.

BUYER'S SIGNATURE

SELLER'S SIGNATURE

Signature: _____

Signature: _____

Original source of this document:

<https://formtemplate-us.com/formal-offer-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://formtemplate-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.