

Date:

Attention: Director
Office of Real Estate Services
900 East Broad Street
Suite 1105
Richmond, VA 23219

Dear Director of Real Estate Services,

I, (or on behalf of _____ company, organization, etc.) am interested in purchasing the city-owned surplus property located at _____ (address). We are a _____ (describe your organization that is the intended purchaser) The intent of this purchase is to _____

My/Our offer amount is \$_____. Enclosed with this letter is a good faith check for ten percent (10%) of the offer price (or \$100, whichever amount is greater).

Thank you for your consideration and we look forward to hearing from you soon. If you have any questions, please do not hesitate to contact us at: (provide address and all applicable contact information.)

Name of Offeree
Title of Offeree (if applicable)