

Counter-Offer Letter Template

USE WHEN THE NUMBER IS CLOSE BUT NOT RIGHT

A courteous written counter that keeps negotiation in writing and on the platform. Non-binding by design: contracts do the binding, later, through the conveyancers.

Date	Property	Postcode
To (Buyer Name / Member #)	From (Seller Name / Member #)	

The Counter

Thank you for your offer of \$_____ dated _____. I am not able to accept it as made, and instead propose:

Counter Price (\$)	Deposit (\$)	Settlement

Conditions Proposed Or Removed

This Counter Is Open Until (Date / Time)

Standing Words, Keep These In

- ☐ This letter is an invitation to continue negotiating. It is not an acceptance and not a contract.
- ☐ Neither of us is bound unless and until contracts prepared by our conveyancers are signed and exchanged.
- ☐ Payment instructions come only from the acting conveyancer or solicitor, confirmed on a phone number you have verified yourself, never from an email alone.

Signed (Seller)	Date

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