

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Proposal for Property Sale

I hope this letter finds you well. I am writing to formally express my intention to sell my property located at [Property Address], which I believe may be of interest to you.

Details of the property are as follows:

- Size: [Square footage]
- Type: [Residential/Commercial]
- Features: [List key features such as number of bedrooms, bathrooms, yard size, etc.]
- Asking Price: [Price]

I have taken great care of the property and believe it holds significant value. I would be open to discussing the price and any potential negotiations.

Should you be interested, we could schedule a visit to the property at your earliest convenience. I would be happy to answer any questions you may have.

Thank you for considering this opportunity. I look forward to your response.

Sincerely,

[Your Name]