

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you in good health and spirits. I am writing to formally inform you of my intention to sell my property located at [Property Address]. After careful consideration, I believe this is the right time for me to move forward.

Property Details:

- Address: [Property Address]
- Type of Property: [e.g., Single-family home, condo, etc.]
- Size: [Square footage or number of bedrooms/bathrooms]
- Year Built: [Year]
- Special Features: [e.g., swimming pool, renovated kitchen, etc.]

I have thoroughly enjoyed my time in this property and have taken great care to maintain its condition. Additionally, I have made several improvements over the years, including [list any renovations or upgrades].

I am currently looking for a fair market value for the property, estimated at [proposed selling price], based on recent appraisals and comparable sales in the area. I believe this price reflects the value and quality of the home.

I am open to discussing potential offers and would appreciate any recommendations for real estate agents or interested buyers you may know. I can also provide more detailed information, including photographs and inspection reports, upon request.

Thank you for your time, and I look forward to hearing from you soon.

Sincerely,
[Your Name]