

[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 well. I am reaching out to formally inform you that I am looking to sell my property located at [Property Address]. This decision has come after careful consideration, and I believe it is the right time for me to make a change.

The property is [describe the property briefly, e.g., a charming three-bedroom home with a spacious backyard, newly renovated kitchen, etc.]. It offers [mention any special features such as location benefits, recent upgrades, or community amenities].

I am confident that this property holds significant value and potential for the right buyer. If you are interested, I would love to discuss this opportunity further. I am open to negotiating a fair price and would be glad to arrange a viewing at your convenience.

Please feel free to reach me at [your phone number] or [your email] to set up a time to talk. Thank you for considering this opportunity, and I look forward to hearing from you soon.

Best regards,
[Your Name]