

[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: House Sale Notification

I hope this letter finds you well. I am writing to inform you that I am planning to sell my house located at [Property Address].

Details of the property are as follows:

- Type of Property: [e.g., Single-family home, Condo, etc.]
- Number of Bedrooms: [e.g., 3 Bedrooms]
- Number of Bathrooms: [e.g., 2 Bathrooms]
- Square Footage: [e.g., 1,500 sq. ft.]
- Price: [e.g., \$300,000]
- Listing Agent: [e.g., Name of real estate agent, if applicable]

The house will officially be listed on [Listing Date] and I will be showing the property on [Showings Date and Time]. If you or someone you know may be interested, please feel free to reach out to me directly.

Thank you for your time, and I appreciate your interest.

Sincerely,
[Your Name]