

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to update you on the current status of the sale of your property located at [Property Address].

As of today, we have received [number] offers, and I would like to discuss these propositions with you at your earliest convenience. Additionally, I want to ensure that you are aware of any important developments in the selling process.

Please let me know a suitable time for us to connect, or if you prefer, I can send you a detailed overview of the offers received.

Thank you for trusting us with your property sale. I look forward to hearing from you soon.

Best regards,

[Your Name]
[Your Position]
[Your Company]