

[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],

Subject: Property Sale Agreement

I hope this letter finds you well. I am writing to formally inform you of my intention to sell my property located at [Property Address].

Details of the property are as follows:

- Property Type: [e.g., Residential, Commercial]
- Size: [e.g., Square footage, Number of bedrooms]
- Asking Price: [Price]

I believe that this property offers great value and has substantial potential. Should you be interested, I would be pleased to discuss this further and arrange a viewing of the property.

Please feel free to contact me at your earliest convenience. I look forward to your response.

Thank you for your time.

Sincerely,
[Your Name]