

[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 am writing to formally inform you of my intention to sell my property located at [Property Address]. After careful consideration, I have decided to put my property on the market and wanted to reach out to you as a potential buyer.

The property details are as follows:

- Type: [e.g., Single-family home, Condo, etc.]
- Square Footage: [Size in square feet]
- Number of Bedrooms: [Number of bedrooms]
- Number of Bathrooms: [Number of bathrooms]
- Asking Price: [Requested price]

I believe this property may fit your needs and hope that we can arrange a mutually beneficial transaction. I am open to discussing the details, including viewings and any questions you may have regarding the property. Please feel free to contact me at your convenience to discuss this further.

Thank you for considering this opportunity.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]