

[Your Name]
[Your Title/Position]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Property Listing Proposal for [Property Address]

I hope this letter finds you well. I am writing to propose the listing of [Property Address] for sale/rent. The property features [brief description of the property, including key features, size, and amenities].

Key Highlights:

- Location: [Property Location]
- Size: [Square Footage]
- Bedrooms/Bathrooms: [Details]
- Special Features: [Unique aspects of the property]
- Pricing: [Proposed price/rent]

I believe this property would be an excellent opportunity for potential buyers/tenants due to [reason for market appeal]. I am confident that with my marketing strategies and expertise, we can effectively reach interested parties.

I look forward to discussing this listing further. Please feel free to contact me at your convenience.

Thank you for your consideration.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Company Name]
[Your Title/Position]