

[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],

RE: Property Transaction Notification for [Property Address]

I hope this letter finds you well. I am writing to formally notify you regarding the upcoming transaction involving the property located at [Property Address].

Details of the transaction are as follows:

- **Buyer:** [Buyer's Name]
- **Seller:** [Seller's Name]
- **Sale Price:** [Sale Price]
- **Closing Date:** [Closing Date]

Please ensure that all relevant documents are prepared for a smooth transaction process. If you have any questions or require further information, do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title or Relationship to the Transaction]