

[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: Sale of Residential Property

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

The property is a [describe the property e.g., three-bedroom, two-bathroom single-family home] and includes [mention any additional features, e.g., a large backyard, garage, etc.]. The asking price for the property is [insert price].

If you are interested in discussing this opportunity further or scheduling a viewing, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering this offer. I look forward to your timely response.

Sincerely,
[Your Name]