

[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 hope this letter finds you well. I am writing to formally inform you that I have decided to sell my house located at [House Address].

The property features [describe key features such as number of bedrooms, bathrooms, special amenities, etc.]. It has been a wonderful home, and I believe it will be a great opportunity for the right buyer.

If you or someone you know is interested in learning more about the property, please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your consideration.

Sincerely,
[Your Name]