

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Intent to Sell Property

Dear [Recipient Name],

I am writing to formally notify you of my intention to sell the property located at [Property Address]. This decision has not been taken lightly, and I am prepared to discuss the terms and details of the sale at your earliest convenience.

Please let me know if you are interested in discussing this further or if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]