

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

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

Subject: Announcement of Immoveable Property Auction

Dear [Recipient Name],

We are pleased to announce the auction of immovable property located at [Property Address/Description] on [Date of Auction] at [Time of Auction]. The auction will take place at [Venue/Location of Auction].

Details of the property include:

- Size: [Square footage]
- Zoning: [Zoning details]
- Current use: [Current use details]
- Starting bid: [Starting bid amount]

Interested bidders are invited to attend and participate in the auction. We encourage all participants to review the property in advance and familiarize themselves with the auction terms and conditions, which are available upon request or can be found at [Website or Location].

Please feel free to contact us at [Your Phone Number] or [Your Email Address] for any inquiries related to the auction or property details.

We look forward to your presence at the auction.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]