

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

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

Dear [Recipient Name],

Subject: Sale of Immovable Property

I hope this letter finds you well. I am writing to formally initiate the sale of my immovable property located at [Property Address].

Details of the property are as follows:

- Property Type: [e.g., Residential, Commercial, etc.]
- Size: [e.g., Number of square feet, acres, etc.]
- Features: [e.g., Number of bedrooms, bathrooms, any special amenities, etc.]
- Asking Price: [Specify price]

I would appreciate the opportunity to discuss this matter further and answer any questions you may have. Please feel free to contact me at your convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]