

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Real Estate Agent's Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Real Estate Agent's Name],
Subject: Property Buying Inquiry

I hope this letter finds you well. My name is [Your Name], and I am a first-time homebuyer interested in purchasing a property in [desired location or neighborhood]. I am reaching out to express my intention and request your assistance in navigating the buying process.

I am looking for a property that meets the following criteria:

- [Number of bedrooms/bathrooms]
- [Square footage or lot size]
- [Type of property, e.g., single-family home, condo, etc.]
- [Any specific features, e.g., backyard, garage, etc.]

My budget for this purchase is approximately [your budget range]. I am particularly interested in properties within [specific areas or neighborhoods, if applicable] and would appreciate your guidance on finding suitable options.

As a first-time buyer, I would also greatly benefit from any advice you can provide regarding financing, the buying process, and current market conditions.

Thank you for your time and assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]