

[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],

RE: Property Sales Notification

I hope this letter finds you well. I am writing to inform you that the property located at [Property Address] is now available for sale. We believe this property would be a valuable addition to your portfolio. Details of the property are as follows:

- Property Type: [e.g., Residential/Commercial]
- Square Footage: [X,XXX sq ft]
- Sales Price: \$[Amount]
- Key Features: [List key features, e.g., number of bedrooms, bathrooms, parking spaces, etc.]

We will be conducting viewings on [Dates and Times], and I would be pleased to arrange a private tour if you are interested.

Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this important notification.

Best regards,

[Your Name]
[Your Position/Title, if applicable]