

[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],

Subject: Proposal for Cooperative Property Sale

I hope this letter finds you well. I am writing to propose the sale of the cooperative property located at [Property Address].

[Brief description of the property, highlighting key features and benefits].

We are interested in selling the property and would like to outline our proposed terms:

1. ****Sale Price:**** [Proposed Sale Price]
2. ****Closing Date:**** [Proposed Closing Date]
3. ****Inclusions:**** [List of items/services included in the sale]

Please let us know your thoughts on this proposal. We are open to discussions and would appreciate the opportunity to negotiate terms that suit both parties.

Thank you for considering this proposal. I look forward to your response.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Organization, if applicable]