

[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: Notification of Property Sale

I hope this letter finds you well. I am writing to formally notify you that I have decided to sell my property located at [Property Address]. The sale process will officially commence on [Start Date], and I anticipate it will be concluded by [End Date]. If you have any interest or inquiries regarding the property, please do not hesitate to reach out to me directly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]