

[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: Sale of Commercial Property

I hope this letter finds you well. I am writing to inform you of the availability of a commercial property located at [Property Address] that is currently for sale.

Property Details:

- Type: [e.g., Office, Retail, Industrial]
- Size: [e.g., Square footage]
- Zoning: [e.g., Commercial, Mixed-use]
- Price: [Asking price]

This property offers a unique opportunity for [briefly describe potential uses, e.g., investors, business owners, etc.], and features [highlight key features such as location, accessibility, amenities, etc.].

If you are interested or would like more information, please feel free to contact me at [Your Phone Number] or [Your Email Address]. I would be happy to arrange a viewing or answer any questions you may have.

Thank you for considering this opportunity. I look forward to hearing from you soon.

Sincerely,

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