

[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],

I hope this letter finds you well. I am writing to formally notify you of my intent to sell my residential property located at [Property Address].

The property details are as follows:

- ****Property Type:**** [e.g., Single-family home, condo, etc.]
- ****Square Footage:**** [e.g., 2,000 sq. ft.]
- ****Number of Bedrooms:**** [e.g., 3 Bedrooms]
- ****Number of Bathrooms:**** [e.g., 2 Bathrooms]
- ****Year Built:**** [e.g., Year]

I am looking for a sale price of [Asking Price] and I am open to negotiations. If you or anyone you know may be interested in purchasing the property, please feel free to contact me at your earliest convenience.

I appreciate your attention to this matter and look forward to your response.

Sincerely,
[Your Name]