

[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 inform you that I am offering my property located at [Property Address] for sale.

The house features [brief description of the property, e.g., "three bedrooms, two bathrooms, and a spacious backyard"]. It is situated in a desirable neighborhood, conveniently close to [mention nearby amenities, schools, or parks].

I am asking for [Price] and am open to negotiations. If you are interested or know someone who might be, please feel free to contact me at [your phone number] or [your email address].

Thank you for considering my offer. I look forward to hearing from you soon.

Warm regards,  
[Your Name]