

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally express my interest in listing my property located at [Property Address] for sale/rent. The details of the property are as follows:

- Property Type: [e.g., Residential/Commercial]
- Size: [e.g., Square Footage]
- Bedrooms/Bathrooms: [e.g., Number of Bedrooms/Bathrooms]
- Additional Features: [e.g., Garage, Pool, etc.]
- Asking Price/Rent: [e.g., \$XXX,XXX or \$X,XXX/month]

I believe that with your expertise in the market, we can successfully attract potential buyers/tenants. I am open to discussing pricing strategies, marketing approaches, and any other pertinent details to ensure a smooth process.

Please let me know a convenient time for us to discuss this further. I look forward to working together.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Company Name, if applicable]  
[Your Signature (if sending a hard copy)]