

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Property Owner Name]
[Property Owner Mailing Address]
[City, State, Zip Code]

RE: Maintenance and Interest in Property at [Vacant Property Address]

Dear [Property Owner Name],

I am writing to you regarding your property located at [Vacant Property Address]. As a neighbor/concerned local resident, I have noticed that the property appears to be currently unoccupied.

I am reaching out for two reasons:

First, I would like to offer assistance with any immediate maintenance needs the property may have, such as lawn care, debris removal, or general upkeep, to ensure the home remains in good condition and secure.

Second, if you have considered selling the property, I would be very interested in discussing a potential purchase. I am looking to buy a property in this specific area and can offer a straightforward closing process.

If you have any interest in selling, or if you simply need a local contact to help look after the place, please feel free to call or text me at [Your Phone Number].

Thank you for your time, and I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]