

[Date]

[Owner Name]

[Owner Mailing Address]

[City, State, Zip]

Re: Inquiry regarding [Property Address / Number of Units]

Dear [Owner Name],

I am writing to you because I am interested in acquiring multi-family properties in the [City/Neighborhood] area, and your property at [Property Address] caught my attention.

I am a private investor looking to expand my portfolio. I am not a broker, and I am not looking to list your property. My goal is to purchase directly from owners, which allows for a more streamlined transaction and eliminates the need for traditional real estate commissions.

If you have considered selling, or if you would be open to receiving a fair, off-market offer, I would welcome the opportunity to speak with you. I can offer:

- A flexible closing timeline to suit your needs.
- A straightforward due diligence process.
- The ability to purchase the property in its current "as-is" condition.

If you are interested in a confidential conversation, please contact me at your earliest convenience via phone at [Your Phone Number] or email at [Your Email Address].

Even if you are not ready to sell today, I would value the chance to introduce myself for future consideration.

Thank you for your time.

Sincerely,

[Your Name]

[Your Company Name, if applicable]

[Your Phone Number]

[Your Email Address]