

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Private Inquiry Regarding Your Property at [Property Address]

Dear [Recipient Last Name],

I am writing to you because I am currently working with a highly qualified buyer who is specifically looking to move into the [Community Name] neighborhood. While your home is not currently listed for sale, my client is very interested in the possibility of purchasing a property on [Street Name/in this area].

Selling off-market offers several unique advantages, including:

- No public showings or open houses
- Complete privacy regarding the sale price and terms
- A flexible closing timeline that suits your schedule
- Savings on traditional marketing and preparation costs

If you have ever considered selling, or if you would be open to hearing a premium offer for your property without the stress of a public listing, I would welcome the opportunity to speak with you.

This is a direct inquiry, and there is no obligation to sell. Please feel free to call or text me at [Your Phone Number] or email me at [Your Email Address] to discuss this further.

Thank you for your time and for considering this opportunity.

Best regards,

[Your Name]

[Your Title/Company Name]

[Your License Number - if applicable]