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

[Date]

[Client Name 1] & [Client Name 2]
[Property Address]
[City, State, Zip Code]

Dear [Client Name 1] and [Client Name 2],

I am writing to formally introduce myself and my services regarding the sale and liquidation of the real estate property located at [Property Address]. I understand that this is a transitional period, and my goal is to facilitate a professional, neutral, and efficient sale process for all parties involved.

My role as your real estate professional in this matter includes:

- Providing an objective Comparative Market Analysis (CMA) to determine the current property value.
- Ensuring transparent communication with both parties and their respective legal counsel.
- Coordinating all showings, inspections, and repairs necessary to maximize the sale price.
- Managing the marketing strategy to ensure a timely liquidation.
- Maintaining a neutral position to protect the interests of the marital estate.

I have enclosed a preliminary marketing plan and a list of my professional qualifications for your review. I would like to schedule a brief meeting-either together or separately-to discuss your timeline and any specific requirements set forth in your legal agreements.

Please let me know a convenient time this week for us to connect. I look forward to assisting you with a smooth transition.

Sincerely,

[Your Signature]

[Your Printed Name]
[License Number, if applicable]
[Agency/Brokerage Name]