[Date]

[Owner Name]
[Unit Number] - [Building Name]
[Property Address]
[City, State, Zip]

Dear [Owner Name],

I am writing to you because I have a specific client who is looking to purchase a luxury residence within [Building Name]. They are specifically interested in the [Unit Type/Floor Level] layout, and your property caught their attention.

My client is a well-qualified buyer looking for an off-market opportunity. They value privacy and are willing to pay a premium price for the right unit to avoid the competition of the open market. By selling directly, you could also avoid the stress of public showings and open houses.

If you have ever considered selling, or if you would be open to hearing a confidential offer for your property, please contact me directly. There is no obligation to list your home; we are simply looking for a private sale.

I look forward to hearing from you.

Sincerely,

[Your Name]
[License Number]
[Agency/Company Name]
[Phone Number]
[Email Address]