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

[Date]

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

Re: Inquiry regarding your property at [Property Address]

Dear [Property Owner Name],

I am writing to you today because I am currently representing a highly qualified buyer who is specifically looking to purchase a home in your immediate neighborhood.

While your property is not currently listed for sale, my client has identified your home as one they are genuinely interested in. They are prepared to offer competitive terms and a flexible closing timeline to suit your needs.

If you have ever considered selling, or if you would be open to receiving a private, no-obligation offer, I would welcome the opportunity to speak with you. An off-market sale would allow you to avoid the stress of public showings, open houses, and expensive marketing fees.

Please feel free to call or text me directly at [Your Phone Number] to discuss this further. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]
[License Number, if applicable]