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

[Date]

[Qualified Intermediary Name]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Notice of Intent to Reinvest via Section 1031 Exchange

Dear [Contact Person Name],

This letter serves as formal notification regarding my intent to perform a like-kind exchange under Section 1031 of the Internal Revenue Code. I am currently in the process of selling my relinquished property and intend to reinvest the proceeds into a replacement property held for investment or productive use in a trade or business.

Relinquished Property Details:
Address: [Address of Property Being Sold]
Estimated Closing Date: [Date]

Replacement Property Details (if identified):
Address: [Address of Potential New Property]
Estimated Purchase Price: $[Amount]

I confirm that the replacement property will meet the requirements of Revenue Procedure 2008-16 regarding the exchange of dwelling units. Specifically, I intend to hold the property for at least 24 months immediately following the exchange, during which time I will rent the unit to a third party at fair market value for at least 14 days per year, and my personal use will not exceed 14 days or 10% of the days rented annually.

Please coordinate with my settlement agent, [Agent Name/Title company], to ensure that all necessary exchange agreements are executed prior to the closing of the relinquished property. Please provide the necessary wire instructions for the transfer of the net exchange proceeds into a segregated escrow account.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]