

[Your Name]  
[Your Phone Number]  
[Your Email Address]  
[Date]

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

Re: Property at [Property Address]

Dear [Owner Name],

I am writing to you regarding your property located at [Property Address]. As I live/work in the area, I have noticed that the property may require some recent maintenance or upkeep to ensure it remains in good condition.

I am reaching out for two reasons:

First, if you are finding it difficult to manage the maintenance from a distance, I would be happy to recommend local contractors or services that can help look after the grounds and exterior.

Second, I am an active real estate investor/buyer looking for properties in this specific neighborhood. If you have ever considered selling the property in its current "as-is" condition, I would be very interested in making you a fair, all-cash offer. Selling to me would mean no repair costs, no commissions, and a closing date that works for your schedule.

Whether you need help with maintenance or are interested in a hassle-free sale, I would love to chat. Please feel free to call or text me at [Your Phone Number] at your convenience.

Thank you for your time.

Sincerely,

[Your Signature]  
[Your Printed Name]