

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Owner Name]

[Owner Mailing Address]

[City, State, Zip Code]

RE: Inquiry Regarding Property at [Property Address/Parcel ID]

Dear [Owner Name],

I am writing to you because I am interested in acquiring commercial property in the [Neighborhood/City] area, and your property at [Property Address] caught my attention.

I am a [Principal Buyer/Local Investor/Developer] looking to expand my portfolio. I am specifically interested in off-market opportunities to avoid the complexities of a traditional listing process. I am prepared to offer a streamlined transaction with the following benefits:

- Competitive market valuation
- No brokerage commissions or hidden fees
- Flexible closing timeline to suit your needs
- Discreet and confidential handling of all information

If you have considered selling, or if you would be open to a brief conversation regarding a potential valuation, please contact me directly at [Your Phone Number] or [Your Email Address].

If you are not interested in selling at this time, I would still appreciate the opportunity to keep your contact information on file for future reference should your plans change.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]