

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

[Date]

[Recipient Name or "Potential Home Buyer"]
[Address]
[City, State, Zip Code]

Subject: Urgent Sale of Property at [Property Address] - Immediate Relocation

Dear [Recipient Name],

I am writing to formally express my intent to sell my property located at [Property Address] on an immediate basis. Due to a sudden job relocation to [New Location], I am required to move by [Date] and am seeking a simplified, fast-track closing process.

Because of this timeline, I am offering the property for sale in its current "As-Is" condition. I will not be performing any repairs, upgrades, or deep cleaning prior to the sale. I am looking for a buyer who is prepared to purchase the home exactly as it stands today.

Key details of the offer include:

- **As-Is Sale:** No warranties or guarantees regarding the condition of the property.
- **No Repairs:** The seller will not provide credits or concessions for requested repairs.
- **Fast Closing:** Preference will be given to cash offers or buyers with pre-approved financing who can close within [Number] days.
- **Flexible Possession:** Immediate occupancy is available upon the completion of the sale.

If you are interested in viewing the property or making an offer, please contact me immediately at [Your Phone Number]. I am available to provide access to the home at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]