

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

[Date]

Dear Neighbor,

I am writing to share some exciting but urgent news. I have recently accepted a new job opportunity that requires me to relocate to [New City/State] by [Date]. Because of this quick turnaround, I am highly motivated to sell my home at [Property Address] as soon as possible.

This is a fantastic opportunity for anyone looking to move into this neighborhood quickly. The property features:

- [Number] Bedrooms and [Number] Bathrooms
- [Key feature 1, e.g., Updated kitchen]
- [Key feature 2, e.g., Large backyard]
- [Key feature 3, e.g., Finished basement]

Because I am on a strict timeline, I am prepared to consider all reasonable offers and may offer incentives for a fast closing. If you know anyone-friends, family, or colleagues-who is looking to buy in this area, please feel free to share this information with them.

I will be hosting an Open House on [Date] from [Start Time] to [End Time]. Alternatively, if you would like to schedule a private viewing, please contact me or my real estate agent, [Agent Name], at [Agent Phone Number].

Thank you for your help and for being a great neighbor during my time here.

Sincerely,

[Your Name]