

[Your Name]
[Your Company/Agency Name]
[Your Phone Number]
[Your Email Address]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am reaching out to you privately regarding an exceptional real estate opportunity that has not yet been introduced to the open market. Given your appreciation for [mention specific quality, e.g., historic architecture/coastal privacy], I believe this estate aligns perfectly with your portfolio requirements.

Property Overview: [Property Name or Brief Description]

Located in the highly sought-after enclave of [Location], this [Number] bedroom, [Number] bathroom residence offers unparalleled sophistication. Key features of this off-market opportunity include:

- [Key Feature 1: e.g., 24-hour guarded security and complete privacy]
- [Key Feature 2: e.g., Custom-designed interior with rare materials]
- [Key Feature 3: e.g., Expansive grounds including a private vineyard/dock]
- [Key Feature 4: e.g., Proximity to exclusive clubs and amenities]

Because of the high profile of this estate, the current owners have requested a discreet marketing approach. I have prepared a comprehensive digital lookbook and a private video tour that I would be honored to share with you or your representatives.

If you have an interest in viewing this property before it is officially listed, please contact me directly at [Your Phone Number] to arrange a confidential briefing.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Designation]