

[Date]

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

Dear [Recipient Name],

I am writing to you today because I am currently representing an exclusive, well-qualified buyer who has expressed a specific interest in acquiring a residence within [Neighborhood Name/Building Name].

My client is looking for a property that offers [Specific Feature 1, e.g., expansive waterfront views], [Specific Feature 2, e.g., high-level privacy], and [Specific Feature 3, e.g., a minimum of four bedrooms]. Based on my research, your home at [Recipient Address] aligns perfectly with their criteria.

If you have considered a transition or would be open to a confidential discussion regarding a premium offer, this may be a unique opportunity to sell your property without the complexities of a public market listing. My client is prepared to offer flexible closing terms to accommodate your timeline.

Please contact me directly at [Phone Number] or [Email Address] to discuss this further. I assure you that all inquiries will be handled with the utmost discretion and professionalism.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Title/License Number]
[Your Brokerage Name]
[Your Phone Number]
[Your Website]