

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

[Date]

[Prospective Buyer Name]  
[Buyer Address]  
[City, State, Zip Code]

Dear [Prospective Buyer Name],

Thank you for your interest in the property located at [Property Address]. To ensure a professional and efficient process for both our sellers and potential purchasers, we require all interested parties to complete a preliminary screening process before scheduling a private showing or disclosing sensitive financial details.

Please provide the following information/documentation to move forward with your inquiry:

- **Proof of Funds or Pre-Approval:** A recent letter from your financial institution confirming available funds for a cash purchase or a formal pre-approval letter from a recognized lender.
- **Buying Timeline:** Your estimated timeframe for closing on a new property.
- **Representation:** Please confirm if you are currently working with a licensed real estate broker or agent.

The information provided will be kept strictly confidential and will be used solely to verify your ability to complete a transaction of this nature. Once these documents are received and reviewed, I will contact you immediately to schedule a viewing and provide the full marketing package.

I look forward to hearing from you.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Professional Title]