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

[Date]

[Agent Name or Homeowner Name]
[Company Name, if applicable]
[Property Address of Interest]

Subject: Inquiry regarding [Property Address]

Dear [Name],

I am writing to express my strong interest in the property located at [Property Address]. My family and I are currently looking to upsize from our first home into a larger residence that better suits our growing needs, and your listing appears to be an ideal fit.

As first-time upsizers, we have already secured a pre-approval for our mortgage and are well-prepared to move forward. We are particularly drawn to this property because of [mention a specific feature, e.g., the additional bedrooms/large backyard/school district].

Could you please provide more information regarding the following:

- Availability for a private viewing or the next scheduled open house.
- Any recent upgrades or renovations made to the property.
- The seller's preferred timeline for closing.

Additionally, we are currently in the process of [listing our current home / have already sold our current home], making us ready to transition as soon as the right opportunity arises.

Thank you for your time and assistance. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]