

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

[Date]

[Recipient Name]
[Recipient Address]

RE: EXCLUSIVE OFF-MARKET OPPORTUNITY - URGENT ACTION REQUIRED

Dear [Recipient Name],

I am reaching out to you privately regarding a unique off-market opportunity located at [Property Address/Project Name]. This asset is not currently listed on the public market, and we are offering a limited window for preferred parties to review the details before a general release.

Opportunity Highlights:

- [Key Benefit 1: e.g., Significant below-market value]
- [Key Benefit 2: e.g., High yield potential/Zoning advantages]
- [Key Benefit 3: e.g., Immediate cash flow/Development ready]

Due to the nature of this transaction and the seller's requirement for a swift closing, we are seeking expressions of interest immediately. We expect this opportunity to be secured within the next [Number] hours/days.

Call to Action:

Please contact me directly at [Your Phone Number] or reply to this email to receive the full information package and non-disclosure agreement (NDA). Access will be granted on a first-come, first-served basis.

Time is of the essence. I look forward to hearing from you shortly.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Position]