

[Date]

[Property Owner Name]
[Property Owner Mailing Address]
[City, State, Zip Code]

RE: Inquiry regarding property at [Vacant Property Address]

Dear [Property Owner Name],

My name is [Your Name] and I live nearby at [Your Address]. I am writing to you because I noticed the property at [Vacant Property Address] appears to be vacant, and I am interested in discussing the future of this site with you.

I am a local resident looking for opportunities in the neighborhood. Whether you are considering selling the property, looking for a tenant, or simply looking for someone to help maintain the lot, I would welcome the chance to speak with you.

If you have a few minutes, please feel free to reach out to me via phone or email. I am happy to work around your schedule.

Phone: [Your Phone Number]
Email: [Your Email Address]

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

Sincerely,

[Your Signature]

[Your Printed Name]