

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

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

**RE: Notice of Intent to Sell Jointly Owned Property - [Property Address]**

Dear [Recipient Name],

This letter serves as formal notification regarding the sale of the property located at [Full Property Address], as mandated by the divorce settlement agreement/court order dated [Date of Agreement/Order].

Pursuant to our legal agreement, the property is to be listed for sale on the open market. I am proposing the following steps to initiate this process:

- **Real Estate Agent:** I suggest we hire [Agent Name] from [Agency] to handle the listing, or alternatively, please provide the names of two agents you would like to interview by [Date].
- **Listing Price:** Based on recent market analysis, I propose an initial listing price of \$[Amount].
- **Property Access:** We must coordinate a schedule for appraisals, inspections, and potential buyer viewings.

As per the settlement, the net proceeds from the sale will be divided as follows: [Percentage]% to [Your Name] and [Percentage]% to [Recipient Name], after all mortgages, liens, closing costs, and commissions are paid.

Please provide your written consent to proceed with the listing or your alternative proposals by [Deadline Date]. If I do not hear from you by this time, I will instruct my legal counsel to take the necessary steps to ensure compliance with the court order.

Sincerely,

[Your Signature]

[Your Printed Name]