

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Owner Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Inquiry Regarding Property at [Property Address]**

Dear [Recipient Name],

I am writing to you because I am currently representing a specific, highly qualified buyer who is looking to purchase a property in your immediate area. After reviewing the characteristics of your property at [Property Address], we believe it matches their specific requirements perfectly.

My client is particularly interested in your home because of its [mention specific feature, e.g., size, architectural style, or location]. They are prepared to move forward quickly and have already secured [pre-approval/cash proof of funds] for a purchase in this price range.

If you have considered selling, or if you would be open to receiving a non-binding offer, I would appreciate the opportunity to speak with you. This could be an excellent chance to sell your property without the hassle of public showings, open houses, or extensive marketing periods.

Please contact me at your earliest convenience at [Your Phone Number] or [Your Email Address] to discuss this further. There is no obligation on your part by responding to this inquiry.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/License Number, if applicable]