

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

[Date]

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

Subject: Exclusive Private Sale Opportunity for [Property/Asset Description]

Dear [Recipient Name],

I am writing to you because I am preparing to sell my [Property/Asset Name, e.g., residence located at Address / vintage vehicle / business interest]. Before listing this on the open market, I wanted to reach out to a select group of individuals to offer a private sale opportunity.

This [Property/Asset] features [mention 2-3 key highlights, e.g., a recently renovated kitchen, low mileage, or strong annual revenue]. By handling this transaction privately, both parties can benefit from a more streamlined process and the potential avoidance of significant brokerage fees.

I have attached [photos/specifications/a summary sheet] to this letter for your review. My asking price for this private sale is \$[Amount].

If you have any interest or would like to schedule a time to view the [Property/Asset] in person, please contact me directly at [Phone Number] or [Email Address]. I intend to list the property publicly on [Date], so please let me know if you would like to discuss this further before then.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]