

Date: [Insert Date]

To: [Insert Real Estate Professional Name / Potential Buyer / Relocation Department]

Subject: Urgent Property Sale Due to Job Relocation - [Insert Property Address]

Dear [Recipient Name],

I am writing to formally introduce my property located at [Insert Full Address] for immediate sale. Due to a sudden job relocation to [Insert New City/State], I am required to move by [Insert Deadline Date] and am looking for an expedited sale process.

Property Highlights:

- **Bedrooms/Bathrooms:** [Insert Number]
- **Square Footage:** [Insert Size]
- **Key Features:** [Insert key feature 1, e.g., recently renovated kitchen], [Insert key feature 2, e.g., large backyard].
- **Recent Upgrades:** [Insert any recent maintenance or upgrades].

Because of my strict relocation timeline, I am highly motivated to negotiate and am prepared to accommodate quick inspections and a fast closing date. The property is currently [vacant/owner-occupied] and is available for viewing immediately.

I have attached the property details and current appraisal information for your review. Please contact me directly at [Insert Phone Number] or [Insert Email Address] to schedule a walkthrough or to discuss potential offers.

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Current Phone Number]

[Your Email Address]