

Strictly Confidential

Date: [Insert Date]

To: [Recipient Name]
[Company Name]
[Address]

Re: Exclusive Off-Market Opportunity - [Property Reference/Code Name]

Dear [Recipient Name],

I am writing to formally present an exclusive, off-market real estate investment opportunity currently held as a confidential pocket listing. At the specific request of the ownership, this asset is not being marketed publicly and is being shared only with a select group of qualified principals.

Property Overview:

- **Asset Type:** [e.g., Luxury Residential / Commercial Office / Multi-Family]
- **Location:** [City/Neighborhood - keep general if highly sensitive]
- **Approximate Size:** [Square Footage / Units]
- **Key Features:** [Feature 1], [Feature 2], [Feature 3]
- **Asking Price:** [Insert Price]

This property offers a unique value proposition due to [mention brief reason, e.g., below-market rents, prime corner location, or recent high-end renovations].

Confidentiality Requirement:

Access to the full Offering Memorandum, detailed financial statements, and physical inspections are contingent upon the execution of a Non-Disclosure Agreement (NDA). Please be advised that any unauthorized distribution of this information is strictly prohibited.

If this asset aligns with your current acquisition criteria, please reply to this letter or contact me directly at [Phone Number] to receive the NDA and further documentation.

I look forward to discussing this exclusive opportunity with you further.

Sincerely,

[Your Name]
[Your Title]
[Your Brokerage/Company]
[Your Email Address]