

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Exclusive Upcoming Vacancy at [Property Name/Location]

Dear [Recipient Name],

I am writing to give you an exclusive first look at an upcoming vacancy at [Property Name/Address]. We wanted to reach out to you before this space is officially listed on the public market.

This [Number of Bedrooms/Type of Space] unit will be available starting [Date]. It offers several premium features, including:

- [Feature 1: e.g., Recently renovated kitchen]
- [Feature 2: e.g., Prime downtown location]
- [Feature 3: e.g., Large private balcony]
- [Feature 4: e.g., All utilities included]

Because demand in this area is currently very high, we are offering private viewings to a select group of candidates. If you are interested in securing this space, I encourage you to schedule a tour as soon as possible.

Please reply to this email or call me at [Phone Number] to arrange a time to visit. I have also attached [Photos/Floor Plans] for your review.

We look forward to hearing from you.

Best regards,

[Your Name]

[Your Company Name]

[Your Contact Information]