

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

[Date]

[Recipient Name]
[Recipient Title/Company]
[Recipient Address]
[City, State, Zip Code]

RE: Inquiry Regarding Property at [Property Address/Reference Number]

Dear [Recipient Name],

My name is [Your Name] and I am a [Real Estate Investor/Principal] representing [Company Name]. I am writing to formally introduce myself and express my interest in the property located at [Property Address].

We are currently seeking to expand our portfolio in the [Neighborhood/Asset Class] sector. Based on our preliminary research, your property aligns with our investment criteria regarding [Location/Size/Potential].

We would appreciate the opportunity to discuss this property with you further. Specifically, we are interested in knowing:

- If the property is currently available for sale or if you would consider an off-market offer.
- If there is an existing Offering Memorandum or financial summary available for review.
- The current occupancy status and any recent capital improvements.

We are prepared to move quickly and can provide Proof of Funds upon request to ensure a smooth and professional transaction.

Please let me know if you are available for a brief introductory call this week. I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]