

[Date]

[Property Owner Name]
[Owner Mailing Address]
[City, State, Zip Code]

RE: Inquiry regarding property located at [Property Address/Assessor's Parcel Number]

Dear [Property Owner Name],

I am writing to you because I am interested in the commercial property you own at [Property Address].

I am a [Real Estate Investor / Business Owner / Developer] looking to acquire additional assets in this specific area. While I understand your property is not currently listed for sale on the open market, I wanted to reach out directly to see if you would be open to considering an offer.

I am interested in this property because [brief reason, e.g., its location, size, or compatibility with my current portfolio]. I am prepared to offer a streamlined transaction with flexible closing terms and no broker commissions on my end.

If you have any interest in discussing a potential sale, or if you would like to receive an all-cash offer for the property, please contact me at your earliest convenience.

I can be reached via phone at [Your Phone Number] or via email at [Your Email Address].

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

[Your Name]
[Your Company Name, if applicable]
[Your Phone Number]
[Your Email Address]