

[Date]

Dear Residents and Neighbors of [Community/Neighborhood Name],

We are writing to provide you with an important update regarding the property located at [Address of Property].

We are pleased to announce that a sale is currently pending for this property. This is an exciting step for our community, and we wanted to ensure everyone is kept informed as the process moves forward.

While the sale is under contract, there may be some increased activity around the property, including professional inspections, appraisals, and final walk-throughs. We appreciate your patience and continued hospitality during this transition period.

We anticipate the closing to take place around [Estimated Closing Date]. Once the sale is finalized, we look forward to welcoming the new neighbors to our community.

If you have any immediate questions regarding this update, please feel free to contact [Name/Contact Person] at [Phone Number/Email].

Thank you for making [Community Name] a wonderful place to live.

Sincerely,

[Your Name/Organization Name]

[Title/Position]

[Contact Information]