

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Date]

Dear Neighbor,

I am writing to share some exciting news regarding the property located at **[Address of Property Under Contract]**. I am pleased to inform you that this property is officially under contract.

As the real estate professional representing the **[Buyer/Seller]**, my goal is to ensure a smooth transition for both the parties involved and the surrounding community. We anticipate the closing process to be completed by approximately **[Estimated Closing Date]**.

You may notice some increased activity at the home over the next few weeks, including professional inspections, appraisals, or contractors. We will do our best to ensure these activities cause minimal disruption to the neighborhood.

If you have any questions about this sale, or if you are curious about how this transaction might affect the value of your own home, please feel free to reach out to me directly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Company/Agency Name]
[Your License Number, if applicable]