

Date: [Insert Date]

Dear Neighbor,

I am writing to share some exciting news regarding the property located at [Your Property Address].

I wanted to let you know that we have officially accepted an offer, and the sale of the home is currently **pending**. We expect the closing process to be completed by approximately [Estimated Closing Date].

During this period, you may notice some continued activity, such as home inspectors, appraisers, or contractors visiting the property to finalize the requirements for the sale.

We have truly enjoyed being part of this neighborhood and appreciate your friendship over the years. We are confident that the new owners will enjoy living here as much as we have.

If you have any questions during this transition, please feel free to reach out to me or my real estate agent, [Agent Name], at [Agent Phone Number].

Best regards,

[Your Name]
[Your Phone Number]
[Your Email Address]