

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Notification of Sale - [Property Address]

Dear [Recipient Name],

I am writing to formally notify you that the property located at [Property Address] has been officially sold through an off-market transaction.

As this sale was handled privately and did not appear on the Multiple Listing Service (MLS), we wanted to ensure that all relevant parties were informed of the change in status. The closing date for this transaction was [Closing Date].

If you were previously tracking this property or had expressed interest, please update your records accordingly. For neighbors or interested stakeholders, please note that the new ownership will take effect immediately.

Should you have any questions regarding this notification or if you are interested in learning about other off-market opportunities in the area, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Role]