

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

[Date]

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

Dear [Recipient Name],

I am writing to you because of your established presence in the [Area/Market Name] real estate market. My firm specializes in identifying and securing off-market property opportunities that are not available to the general public.

We are currently representing a curated portfolio of off-market assets, including [Type of Properties, e.g., multi-family units, distressed residential, or commercial spaces]. These properties offer unique value propositions and high potential returns without the competition of the open market.

I would like to offer you a complimentary 20-minute portfolio consultation. During this brief call or meeting, we can discuss:

- Current off-market inventory matching your investment criteria.
- Strategic insights into upcoming pocket listings in [Specific Neighborhood].
- Customized acquisition strategies to grow your current holdings.

There is no obligation involved; my goal is to establish a professional relationship and understand how we can support your investment objectives.

Are you available for a brief conversation on [Day of Week] at [Time]? Alternatively, please let me know a time that works best for your schedule.

I look forward to the possibility of working together.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]