

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

[City, State, Zip]

RE: Exclusive Off-Market Opportunity - [Property Name/Brief Description]

Dear [Recipient Name],

Because of your prominent position in the [Industry/Market] sector, I am reaching out to present a strictly confidential, off-market commercial investment opportunity currently unavailable to the general public.

The subject property, located in [Neighborhood/City], features the following highlights:

- **Asset Type:** [e.g., Class A Office, Mixed-Use, Industrial]
- **Square Footage:** [Number] sq. ft.
- **Occupancy:** [Percentage]%
- **Key Feature:** [e.g., Long-term credit tenant, high-traffic corner, recent capital improvements]
- **Projected Cap Rate:** [Percentage]%

This asset is being positioned for a discreet acquisition. We have identified you as a qualified principal who may find this alignment synergistic with your current portfolio strategy.

Enclosed is a summary teaser. Due to the sensitive nature of this offering, a signed Non-Disclosure Agreement (NDA) is required to access the full Offering Memorandum and financial records.

I would welcome the opportunity to discuss this further at your earliest convenience. Please contact me directly at [Phone Number] or [Email Address] to schedule a brief introductory call.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]