

[Date]

[Recipient Name]

[Recipient Company/Title]

[Address]

[City, State, Zip]

RE: CONFIDENTIAL OFF-MARKET REFERRAL - [Property Address or Reference Name]

Dear [Recipient Name],

I am writing to formally refer a unique real estate opportunity that is currently being handled on a strictly off-market basis. Due to the sensitive nature of this asset and the owner's requirement for privacy, this information is being shared exclusively with a select group of qualified principals and representatives.

Property Brief:

- **Asset Type:** [e.g., Multi-family, Commercial, Luxury Residential]
- **Location:** [General Area/Neighborhood]
- **Key Features:** [Briefly list 2-3 high-level highlights]
- **Estimated Valuation:** [Price Range]

This property is not listed on any public exchange or MLS. To protect the confidentiality of the transaction, I request that you do not disclose these details to any third parties without prior written consent.

If you or your client have a serious interest in reviewing the full offering memorandum and financial disclosures, please sign and return the enclosed Non-Disclosure Agreement (NDA). Upon receipt, I will provide the complete property profile and facilitate a discussion regarding the next steps.

I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Phone Number]

[Email Address]