

[Date]

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

Dear [Recipient Name],

As we approach the end of [Year], I am writing to provide you with a comprehensive performance review of the condominium market in [Building Name/Neighborhood Name].

Annual Market Overview

The past twelve months have seen [significant/steady/stable] shifts in the local real estate landscape. In our immediate area, the average sale price for condominium units has [increased/decreased] by [%] compared to the previous year. Inventory levels remained [low/moderate/high], which influenced the average time a property stayed on the market.

Key Statistics for [Year]:

- **Average Sale Price:** \$[Amount]
- **Average Days on Market:** [Number] Days
- **Price per Square Foot:** \$[Amount]
- **Total Units Sold:** [Number]

Building Performance

Specifically regarding [Building Name], we observed [Number] transactions this year. The highest sale price achieved was \$[Amount] for a [Number]-bedroom unit. Demand for our building remains [strong/consistent] due to [mention a specific amenity or location benefit].

Looking Ahead to [Upcoming Year]

Projections for the coming year suggest that [mention a trend, e.g., interest rate changes or new developments] will continue to shape buyer behavior. We anticipate that market conditions will favor [sellers/buyers/balanced activity] through the first two quarters.

If you are interested in learning the specific current value of your unit or are considering a move in the new year, I would be happy to provide a complimentary, detailed valuation for you.

Thank you for your continued trust. I wish you a prosperous New Year.

Sincerely,

[Your Name]
[Your Title/Company]

[Phone Number]
[Email Address]