

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Sales Update for [Property Name/Community Name]

Dear [Recipient Name],

We are writing to provide you with an update regarding the recent sales activity and property availability at [Community Name]. We have seen significant interest in our community over the past [Time Period], and we wanted to share the latest developments with you.

Recent Sales Highlights:

- [Number] of units have been successfully closed in the last month.
- Our [Specific Model Name] floor plans are now [Percentage]% reserved.
- We recently welcomed [Number] new residents to the community.

Current Availability:

At this time, we have a limited selection of [Unit Types, e.g., one-bedroom apartments or garden cottages] remaining. These homes feature [Key Amenity 1] and [Key Amenity 2], designed specifically for comfort and ease of living.

Upcoming Events:

We invite you to join us for an Open House on [Date] at [Time]. This is an excellent opportunity to tour the available properties, meet our staff, and speak with current residents about their experience here.

If you have any questions regarding pricing, floor plans, or the move-in process, please contact our sales office at [Phone Number] or reply to this email.

We look forward to helping you find your perfect home at [Community Name].

Sincerely,

[Your Name]

[Your Title]

[Community Name]

[Website URL]