

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

[Date]

[Recipient Name]
[Recipient Title/Department]
[Organization Name]
[Address]
[City, State, Zip Code]

Subject: Report on Local Housing Supply and Demand Statistics for [Target Area/City]

Dear [Recipient Name],

I am writing to provide an update regarding the current housing market conditions in [City/Neighborhood]. This report outlines the latest statistics concerning housing supply and demand recorded during [Time Period, e.g., Q1 2023].

Housing Supply Statistics:

- Total Active Listings: [Number]
- New Listings this Period: [Number]
- Average Days on Market: [Number]
- Months of Inventory: [Number]

Housing Demand Statistics:

- Total Units Sold: [Number]
- Pending Sales: [Number]
- Average Sales Price: \$[Amount]
- Percentage of Asking Price Received: [Percentage]%

Summary Analysis:

The current data indicates a [Buyer's / Seller's / Balanced] market. We have observed a [Percentage]% [Increase/Decrease] in supply and a [Percentage]% [Increase/Decrease] in buyer demand compared to the previous period. These trends suggest that [Brief Conclusion, e.g., inventory remains low despite high interest rates].

If you require a more detailed breakdown of these statistics or specific neighborhood data, please do not hesitate to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]