

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

[Date]

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

Subject: Private Invitation: Exclusive Off-Market Opportunity for [Property Address/Asset Name]

Dear [Recipient Name],

I am writing to personally invite you to participate in a private, off-market sale for [Property Name or Description]. Because of your established interest in [Specific Industry/Market], we have identified you as a qualified candidate for this exclusive opportunity.

This sale is not listed on public exchanges or databases. By maintaining an off-market status, we aim to ensure a discreet transaction process for both the buyer and the seller.

Key Highlights:

- [Highlight 1: e.g., Prime location or unique feature]
- [Highlight 2: e.g., Projected ROI or revenue figures]
- [Highlight 3: e.g., Recent renovations or specialized equipment]

Due to the confidential nature of this offering, detailed financial records and property specifications will only be released upon the execution of a Non-Disclosure Agreement (NDA).

If you would like to receive the information package or schedule a private viewing, please contact me directly at [Phone Number] or [Email Address] by [Deadline Date].

We look forward to the possibility of working with you on this unique acquisition.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title/Position]