

[Date]

[Seller Name]
[Property Address]
[City, State, Zip]

Dear [Seller Name],

I am writing to you because I have a specific client, [Buyer Name], who is looking to purchase a home in your neighborhood. After reviewing the local property records, your home appears to be the ideal match for what they are seeking.

My client is fully pre-approved and is looking for a home that offers [Specific Feature, e.g., a main-floor master suite / manageable yard / single-story layout]. They are flexible on closing dates, which may be helpful if you are currently looking to transition into a smaller or more manageable property.

If you have considered selling or downsizing in the near future, I would love to discuss how we can create a win-win situation. By working with a pre-approved buyer directly, you could potentially avoid:

- Dozens of stressful public showings.
- The need for extensive "staging" or repairs.
- Uncertainty regarding the buyer's financing.

Please give me a call at [Your Phone Number] or email me at [Your Email Address] if you would be open to a private conversation. There is no obligation, and all inquiries will be kept strictly confidential.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Real Estate License Number]
[Agency Name]