

[Date]

[Owner Name]

[Unit Number]

[Condominium Complex Name]

[City, State, Zip Code]

Dear [Owner Name],

I am writing to you because I am currently working with a fully pre-approved buyer who is specifically looking to purchase a unit within [Condominium Complex Name].

They are particularly interested in your floor plan and the location of your building. My client is ready to move forward immediately and has their financing firmly in place.

If you have considered selling your unit, or if you would be open to a private, no-obligation offer, please contact me at your earliest convenience. This could be an opportunity for a quick, quiet sale without the stress of public showings or open houses.

I look forward to hearing from you.

Sincerely,

[Your Name]

[Your Title/Company]

[Phone Number]

[Email Address]