

Dear [Recipient Name],

I am pleased to formally announce that a premier real estate opportunity has just entered the market. We have officially listed the penthouse suite at [Building Name], located in the heart of downtown [City].

This executive residence offers an unparalleled living experience, featuring:

- [Number] square feet of meticulously designed interior space.
- Floor-to-ceiling windows with panoramic views of the city skyline and [Landmark].
- A private expansive terrace designed for high-level entertaining.
- Chef's kitchen equipped with professional-grade appliances.
- Exclusive access to 24-hour concierge, fitness center, and private parking.

This property represents the pinnacle of urban luxury and is positioned in one of the city's most coveted zip codes. Due to the exclusive nature of this listing, we are currently hosting private, confidential showings by appointment only.

If you or an associate are interested in viewing this exceptional property, please contact my office directly at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Brokerage/Company Name]