

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Private Selection: The Penthouse at [Building Name]

Dear [Recipient Name],

I am writing to share an acquisition opportunity that has not yet been introduced to the public market. We have just listed the crown jewel of [Building Name]-an expansive, high-rise penthouse designed for those who demand the pinnacle of urban living.

Situated on the [Floor Number] floor, this residence offers an unparalleled living experience defined by:

- **Sweeping Views:** Unobstructed, 360-degree panoramas of the city skyline and [Natural Landmark/Waterfront].
- **Architectural Mastery:** Over [Square Footage] square feet of interior space featuring floor-to-ceiling glass and bespoke finishes.
- **Outdoor Living:** A private [Terrace/Rooftop Garden] equipped with a full outdoor kitchen and lounge area.
- **Elite Amenities:** Direct elevator access, 24-hour white-glove concierge, and a private multi-car garage.

In a market where privacy and prestige are paramount, this penthouse represents the rarest of offerings. This is an invitation to secure a landmark property before it is released to the wider international market.

To view the private lookbook or to schedule a confidential tour, please contact me directly at [Phone Number] or [Email Address].

Discretion is assured.

Sincerely,

[Your Name]

[Your Title]

[Brokerage/Company Name]

[Website]