

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Exclusive Off-Market Opportunity: The [Penthouse Name/Building] Penthouse

Dear [Recipient Name],

I am reaching out to you privately regarding a rare opportunity to acquire one of the most prestigious residences in the city. As a specialist in high-end real estate, I have been granted the exclusive right to represent the sale of the penthouse at [Building Name].

Perched on the [Floor Number] floor, this residence offers an unparalleled lifestyle defined by:

- **Unobstructed Views:** 360-degree panoramic views of the skyline and [Landmark].
- **Spacious Design:** Over [Square Footage] square feet of meticulously designed living space.
- **Private Outdoor Oasis:** A [Square Footage] square foot private terrace featuring a [Pool/Kitchen/Lounge].
- **World-Class Amenities:** Dedicated concierge, private elevator entry, and access to [Specific Building Amenity].

This property is currently being offered as an exclusive "off-market" listing, ensuring the highest level of privacy for both the seller and the potential acquirer. Because of your appreciation for architectural excellence and luxury living, I wanted to bring this to your attention before it is released to the general public.

I would be honored to provide you with a private, confidential tour of the estate. Please contact me directly at [Phone Number] or [Email Address] to schedule a viewing or to request a digital portfolio of the residence.

Sincerely,

[Your Name]

[Your Title]

[Real Estate Agency]

[License Number]