

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Private Invitation: Confidential Penthouse Offering

Dear [Recipient Name],

Because of your standing in the [City/Neighborhood] market, I am reaching out to share a strictly confidential opportunity. We have been commissioned to manage the private sale of a premier penthouse residence that is not, and will not be, listed on the public market.

This residence represents the pinnacle of luxury in [Building Name/Location], featuring:

- [Number] square feet of meticulously designed living space.
- Unrivaled panoramic views of [View Description].
- Expansive private outdoor terrace with [Specific Feature].
- Custom interiors executed by [Designer Name, if applicable].
- Enhanced privacy and security protocols for the high-profile owner.

Our client has requested a discreet transaction process. To maintain the exclusivity of this offering, we are only sharing details with a select group of qualified principals.

If you or a designated representative would like to review the private offering memorandum and schedule a confidential viewing, please contact me directly at [Phone Number] or [Email Address].

We require a signed Non-Disclosure Agreement (NDA) prior to releasing the specific floor plans and interior photography.

I look forward to discussing this exceptional property with you.

Sincerely,

[Your Name]

[Your Title/Company]

[License Number, if required]