

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip]

Dear Neighbor,

I am writing to let you know that a beautiful, zero-maintenance townhouse has just been listed in your area at **[Property Address]**.

This home is perfect for anyone looking to trade lawn mowers and snow shovels for a stress-free lifestyle. Because the exterior maintenance and landscaping are professionally managed, the new owners will have more time to enjoy the local amenities that make this neighborhood so desirable.

**Property Highlights:**

- [Number] Bedrooms / [Number] Bathrooms
- Open-concept living area with modern finishes
- Private patio/balcony space
- Full exterior maintenance included in HOA
- Close proximity to [Local Landmark/Park/Shop]

If you have a friend or family member who has been looking for a "lock-and-leave" lifestyle in this community, please feel free to share this information with them.

To schedule a private tour or to see more photos, please contact me directly at [Phone Number] or visit [Website URL].

Best regards,

[Your Name]  
[Your Real Estate Company]  
[Phone Number]  
[Email Address]