

[Agent Name]  
[Real Estate Agency]  
[Phone Number]  
[Email Address]

[Date]

Dear Neighbor,

I am excited to announce that a new "lock and leave" townhouse has just been listed in your neighborhood at **[Property Address]**.

This home is perfect for those seeking a low-maintenance lifestyle without sacrificing comfort. Key features include:

- [Number] Bedrooms and [Number] Bathrooms.
- Open-concept living area with modern finishes.
- Secure, gated entry and professional landscaping.
- Minimal exterior maintenance-perfect for frequent travelers or busy professionals.

Because you live in the area, you know how desirable this community is. If you have a friend, family member, or colleague who is looking for the convenience of a townhouse lifestyle, please feel free to share this information with them.

I will be hosting an Open House on **[Date]** from **[Time]**. I would love for you to stop by and take a look.

If you have any questions about this property or would like a complimentary valuation of your own home, please contact me directly at [Phone Number].

Best regards,

[Agent Signature]

[Agent Name]  
[License Number]