

[Your Name]
[Your Phone Number]
[Your Email Address]
[Date]

Dear Neighbor,

My name is [Your Name], and I am writing to you because I am a first-time homebuyer looking to move into your neighborhood. I have been specifically searching for a low-maintenance townhouse in this community because I love the location and the layout of these homes.

I am reaching out to a few homeowners directly to see if anyone is considering selling their property in the near future. By connecting directly, we could potentially avoid the stress of open houses and save on certain commissions or fees associated with a traditional listing.

I am pre-approved, motivated, and flexible regarding closing dates. If you have any interest in selling-or if you know a neighbor who might be-I would love the opportunity to chat with you.

Thank you for your time and for considering my request.

Best regards,

[Your Signature]

[Your Printed Name]