

[Date]

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

Dear Neighbor,

I am writing to let you know that I have just listed the property at **[Property Address]**. Because the sellers are relocating for work, we are looking for an **expedited closing** and are prepared to move quickly on all offers.

As you know, this is a wonderful neighborhood. Often, the best buyers for a home are friends or family members of people who already live nearby. Since we are prioritizing a fast and smooth transition, I wanted to reach out to you first.

If you know someone looking to move into the area who is ready to act immediately, please have them contact me or their agent right away. You can view the full listing details and photos at: **[Website Link]**.

Thank you for your help in welcoming a new neighbor to the community!

Best regards,

[Your Name]
[Your Title/Company]
[Your Phone Number]
[Your Email Address]