

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

[Date]

[Recipient Name]
[Recipient Address]

Subject: Rapid Sale Notice: Property Sold via Corporate Relocation

Dear [Recipient Name],

I am writing to formally notify you that the property located at [Property Address] has been successfully sold as part of a rapid corporate relocation process.

Due to the expedited nature of this relocation, the sale was finalized on [Closing Date]. The new owners, [Buyer Names], will be taking possession of the property on [Possession Date].

Please update your records to reflect this change in ownership. All future correspondence, billing, or notices regarding this property should be directed to the new owners at the address listed above.

If there are any final documents or outstanding items required from my end to complete your files, please let me know as soon as possible.

Thank you for your assistance during this transition.

Sincerely,

[Your Signature]

[Your Printed Name]