

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Neighbor's Name]

[Neighbor's Address]

[City, State, Zip Code]

Subject: Notification of Property Subdivision and Upcoming Sale

Dear Neighbor,

I am writing to formally inform you of a change regarding the property located at [Address of Property being Subdivided].

Please be advised that the aforementioned property is currently undergoing a subdivision process. This will result in the creation of [Number] separate lots. All necessary applications have been submitted to the [Local Planning Department/Council] to ensure the project meets all local zoning and land use requirements.

Following the completion of this subdivision, it is our intention to move forward with a quick sale of [the newly created lot(s) / the entire subdivided property]. You may notice increased activity on the site, including surveying, minor site preparation, and real estate signage.

Our goal is to ensure this transition is handled professionally and with minimal disruption to the neighborhood. If you have any specific questions regarding the subdivision boundaries or the sale process, please feel free to contact me directly at [Your Phone Number].

Thank you for your time and for being a valued member of this community.

Sincerely,

[Your Signature]

[Your Printed Name]