

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Private Sale Notification | Penthouse Suite [Suite Number/Building Name]**

Dear [Recipient Name],

I am writing to formally announce the successful closing of the Penthouse Suite at [Building Name/Address]. Due to the exclusive nature of this property and the preferences of the parties involved, this transaction was conducted as a confidential, off-market sale.

The acquisition was secured by a private client represented by [Brokerage Name]. While the specific sale price and terms remain proprietary, this transaction represents a significant benchmark for high-end real estate values within the [Neighborhood/Building] market.

We are currently seeing a surge in qualified, high-net-worth buyers specifically seeking luxury penthouse residences and premium square footage in this area. Many of these buyers prioritize privacy and are looking for opportunities that are not currently visible on the public market.

If you have considered the potential value of your own residence, or if you wish to discuss how current market trends impact your property's valuation, I invite you to contact me for a strictly confidential consultation.

Congratulations to the new owners and the residents of [Building Name] on this prestigious addition to your community.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Company]

[Your Phone Number]

[Your Email Address]