[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

Dear Neighbor,

I am writing to share some exciting news regarding the property located at **[Property Address]**. We have officially accepted an offer, and the sale is currently in the "Pending" stage.

As part of our "Choose Your Neighbor" initiative, I wanted to reach out to you personally. While the sale is moving forward, we always value the input of current residents. If you know someone-a friend, family member, or colleague-who has been looking to move into this wonderful neighborhood, please let them know about this update.

In the event that the current contract does not close, or if you know someone interested in other upcoming opportunities in our area, please have them contact me directly at **[Your Phone Number/Email]**.

Thank you for being such a great part of this community. I look forward to introducing you to your new neighbors soon!

Best regards,

[Your Signature]
[Your Printed Name]