

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

[Date]

[Neighbor's Name]
[Neighbor's Address]
[City, State, Zip Code]

Subject: Notice of Intent to Sell Property at [Your Property Address]

Dear Neighbor,

I am writing to formally inform you that I intend to sell my property located at [Your Property Address], which is adjacent to your property.

As we have been neighbors for some time, I wanted to provide you with this notice before the property is officially listed on the open market. My goal is to ensure a smooth transition for the neighborhood and to answer any immediate questions you may have regarding the sale process.

Property Details:

- Address: [Your Property Address]
- Anticipated Listing Date: [Date]
- Real Estate Agent (if applicable): [Agent Name/Company]
- Contact Information: [Agent Phone/Email]

Please note that there may be increased activity around the property in the coming weeks, including professional photography, home inspections, and scheduled viewings by potential buyers. I have instructed my representatives to be as respectful as possible of your privacy and property during this time.

If you know of anyone who might be interested in purchasing a home in this area, or if you have any questions, please feel free to reach out to me or my agent directly.

Thank you for being a great neighbor during my time here.

Sincerely,

[Your Signature]

[Your Printed Name]