

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

[Date]

[Property Owner Name]
[Business Name]
[Property Address]

Dear [Property Owner Name],

I am writing to you regarding your property located at [Property Address].

In my work within the local real estate market, I have found that many established business owners are beginning to consider their transition into retirement. Often, the most significant part of that transition is determining the best exit strategy for their commercial real estate assets.

I am currently working with several investors and business entities looking to acquire commercial space in this specific area. If you have considered retiring or relocating in the near future, I would welcome the opportunity to discuss how we can maximize the value of your property in the current market.

Our conversation would be strictly confidential and carries no obligation. I can provide you with a complimentary market analysis to help you understand what your property might be worth should you decide it is the right time to sell.

Please let me know if you would be open to a brief phone call or a coffee meeting next week to discuss your long-term goals.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/License Number]