

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

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]

Subject: Strategic Real Estate Disposition Plan Upon Retirement

Dear [Recipient Name],

I am writing to formally introduce myself and share that, after [Number] successful years in the industry, I have made the decision to retire. As part of this transition, I am focused on the strategic disposition of my commercial real estate portfolio located in [Location/Region].

My current holdings include [Type of Assets, e.g., retail centers, industrial warehouses, or office buildings]. Given your reputation for excellence in commercial real estate acquisitions, I believe these assets may align with your current investment criteria.

I am interested in discussing a structured exit strategy that ensures a smooth transfer of ownership while maximizing the value of these established properties. I have maintained detailed records regarding occupancy rates, lease terms, and maintenance history, all of which are available for your review under a non-disclosure agreement.

I would welcome the opportunity to discuss these opportunities with you in more detail. Please let me know if you are available for a brief call or meeting during the week of [Date].

Thank you for your time and professional consideration.

Sincerely,

[Your Signature]

[Your Printed Name]