

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

[Date]

[Recipient Name]
[Recipient Business Name]
[Recipient Address]

Subject: Ensuring a Seamless Legacy for Your Property Management Business

Dear [Recipient Name],

I am writing to you because of your well-established reputation in the [City/Area] property market. As you begin to consider your future retirement and the eventual transition of [Recipient Business Name], I would like to offer my services to ensure your clients and properties remain in expert hands.

We specialize in seamless business handovers, focusing on maintaining the high level of service your clients have come to expect. Our goal is to provide you with a graceful exit strategy that protects your professional legacy while ensuring your tenants and property owners experience zero disruption.

We are interested in discussing a potential acquisition or partnership that offers:

- Fair market valuation for your rent roll and contracts.
- A customized transition period tailored to your timeline.
- Strict confidentiality throughout the entire process.
- Continued dedication to the local community and client relationships you have built.

I would welcome the opportunity to introduce myself and learn more about your goals for the future. Please let me know if you are available for a brief, confidential coffee or a phone call next week.

Thank you for your time and for your years of service to our industry.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]