

[Broker Name/Company Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Business Owner Name]  
[Business Name]  
[Address]  
[City, State, Zip Code]

Dear [Business Owner Name],

Congratulations on your upcoming retirement. After years of dedication to [Business Name], this is a significant milestone that deserves recognition.

I am writing to introduce myself as a specialist in commercial real estate and business transitions. As you prepare for your next chapter, you may be considering the future of your physical location, whether you own the property or hold a lease that needs to be reassigned.

I provide brokerage services specifically tailored to retiring owners, including:

- Property valuation and market analysis.
- Marketing your property to qualified investors or new business operators.
- Lease exit strategies and negotiations.
- Confidential sales to ensure your legacy remains intact.

My goal is to handle the complexities of the real estate transaction so you can focus on enjoying your retirement. I would welcome the opportunity to offer a complimentary consultation to discuss your timeline and objectives.

Please feel free to contact me at [Phone Number] or [Email Address] to schedule a brief meeting.

Best regards,

[Your Name]  
[Your Title]  
[License Number, if applicable]