

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Announcement - House for Sale

Dear :

Are your parents getting on your nerves? Is your lease about to expire? Are you tired of your roommate's habitual late night crying episodes? If you answer "yes" to any of these questions, then it is time for you to make the move and purchase your own home. Being a homeowner is the best move one can make. Property values tend to only increase, and who doesn't want to be the king or queen of their own castle? If this is you, then I have the home just for you!

Though I hate to leave my home, I have been transferred by my job. Therefore, I am interviewing to find just the right homeowner for my home located at {address}. This is a unique octagon shaped house built on a beautiful 2-acre lot on the outskirts of {city}. You can enjoy the beauty of nature yet be a 10-minute drive form the city. This house is two stories for a total of 2038 square feet. This house has three bedrooms, two baths, a kitchen, dining room and living room. The ceilings are vaulted. This is the perfect home for the single person or the new family.

If you would like to see and get a personal tour of this house, please contact me.

Sincerely,

N A M E