

[Add logo]

[Insert Name]  
[Insert building name]  
[Insert Address & Apt #]  
[Insert Address & Apt #]

Hi [insert name],

My name is [Insert your name] and I'm a [broker/agent] at [Insert brokerage]. I have a client looking to purchase a [Insert type of apartment] in your building and we are hoping that either you or perhaps you know a neighbor that might be interested in selling. As you know, inventory is very low and there are far more buyers than sellers in the current market, so we are contacting owners who might be thinking about selling their property.

A little about [Insert brokerage] and myself, [insert brokerage] is the largest owned brokerage in NYC and we have offices throughout Manhattan and are currently expanding. I work specially in [Insert location or specialty] I'm also a resident of [Insert area] and or small personal details] and have completed numerous transaction in the area.

My buyer has been approved by a national lender and is looking to move quickly if the opportunity presents itself, so if you or someone you know maybe interested in selling their apartment please contact me.

If you have any questions or would like to know more don't hesitate to contact using the information below.

Thanks for your time.

Sincerely,

[Sign your name]

[Insert your name]  
[Insert contact information]