**Commercial Property Prospecting Letter**

<Prospect name and address block>

Hello<insert client’s name>,

My name is <insert: your name> and I represent <insert: your company name>.

I write today to you to see if you might be free to meet for a few minutes to discuss the sale of <property name> at <insert: property address>.  I have clients that have expressed interest in the property, and would be interested to learn about your long-term plans and real estate needs.

I actively list and sell commercial property in the <insert: geographic/metropolitan area you sell commercial property in> and would like to connect with you. Some of my recent sales include:

* <insert: 2 to 3 recently sold or active listings with details; .e.g. “commercial property listed for xx days, sold for $”>

Thanks in advance for your time and consideration. I hope to hear from you soon. <OR: I will follow up with a phone call to schedule a meeting next week>.

Best Wishes,

<insert: your first name>

<Contact block with name

RE license #

firm name

firm address

email, phone, and social media>

Disclaimer: This document is provided as a sample and does not constitute legal advice. Members should modify this document to address their specific needs and verify all information provided to ensure its accuracy and compliance with applicable law.