

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Tenant Name]
[Property Address]
[City, State, Zip Code]

Re: Intent to Sell Property located at [Property Address]

Dear [Tenant Name],

I am writing to formally notify you that I intend to sell the property you are currently leasing, located at [Property Address]. Because you are the current occupant, I would like to offer you the first opportunity to purchase the property before it is listed on the open market.

The proposed terms of sale are as follows:

- **Asking Price:** \$[Amount]
- **Earnest Money Deposit:** \$[Amount]
- **Proposed Closing Date:** [Date]

This letter is a non-binding expression of intent and does not constitute a formal purchase agreement. If you are interested in purchasing the property, please notify me in writing by [Deadline Date]. At that time, we can proceed with a formal Purchase and Sale Agreement and discuss further details regarding inspections and financing.

If you do not wish to purchase the property, your current lease agreement remains in effect. I will provide you with the required notice before any scheduled showings to prospective buyers or agents.

Please feel free to contact me if you have any questions or if you would like to schedule a time to discuss this offer.

Sincerely,

[Your Signature]

[Your Printed Name]