

Property Listing Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Real Estate Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Agent's Name],

I hope this message finds you well. I am writing to formally request the listing of my property located at [Property Address].

Details of the property are as follows:

- Type: [e.g., Single Family Home, Condo]
- Size: [Square Feet]
- Bedrooms: [Number of Bedrooms]
- Bathrooms: [Number of Bathrooms]
- Asking Price: [Price]

I would appreciate your assistance in preparing the necessary documentation and marketing materials to list my property effectively. Please let me know if you need any further information or if we can set up a time to discuss this in detail.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]