

Notification of Property Sale

Date: [Insert Date]

Dear Leaseholders,

We hope this message finds you well. We would like to inform you that the property located at [Property Address] is currently being considered for sale.

This decision has been made to [briefly explain reason for sale, e.g., "improve the overall management of the property" or "realize the value of the investment"]. We want to assure you that this process will be conducted with the utmost transparency and adherence to all relevant regulations.

As leaseholders, your rights and interests are very important to us. To that end, we will keep you updated throughout the process and provide you with all necessary information regarding the sale.

If you have any questions or concerns, please do not hesitate to reach out. We appreciate your understanding and cooperation during this time.

Thank you for your attention.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]