«Company\_Name»  
«Company\_Address»

«Date»

«Recipient\_name»  
«Recipient\_address»

RE: Your property at «Site\_address», «City», «State»

Dear «Recipient\_name»,

Are you facing a tax sale due to unpaid property taxes? Before your home sells at auction, I would like to discuss purchasing your home from you at a fair price.

I am happy to provide references and answer any questions about purchasing your property and paying the property taxes due.

I look forward to hearing from you at your earliest convenience.

Sincerely,

«Agent\_Name»  
«License\_»  
«Agent\_phone»  
«Agent\_email»  
«Agent\_website»