

Real Estate Property Inquiry Letter Template

Below is a professional template for inquiring about a property, including a follow-up sample email.

Initial Inquiry Letter

Subject: Inquiry about [Property Address or MLS Number]

Dear [Agent/Seller Name],

I am writing to express my interest in the property located at [Property Address or MLS Number] which I saw listed on [listing platform/website]. I would appreciate it if you could provide further information regarding the following:

- Current asking price and any room for negotiation
- Property size, number of bedrooms/bathrooms, and unique features
- Availability for viewing and open house dates
- Any recent renovations or repairs
- Details about the neighborhood and amenities
- Homeowners association fees or additional costs, if applicable

Please let me know how we can proceed with scheduling a viewing at a mutually convenient time. I look forward to your response.

Thank you in advance for your assistance.

Sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email Address]

Follow-Up Email Sample

Subject: Follow-Up: Inquiry about [Property Address or MLS Number]

Dear [Agent/Seller Name],

I wanted to follow up regarding my recent inquiry about the property at [Property Address or MLS Number]. I am very interested and would appreciate any updates or additional details you might have.

Please let me know if it is possible to arrange a viewing or if you require any further information from me.

Thank you again for your attention. I look forward to your reply.

Best regards,

[Your Full Name]

[Your Contact Number]

[Your Email Address]