

Sample Letter of INTENT TO SELL OF REAL PROPERTY To the City Government

(Date)

HON. JOSEFINA G. BELMONTE

City Mayor

Quezon City

Dear Madam:

I would like to offer my property for sale to the City Government as possible site for the City's housing projects. The property is located at _____, Quezon City and covered by Transfer Certificate of Title No. _____. This has a total area of _____ square meters and I am offering my property for sale in the amount _____ per square meter.

I look forward to a meeting with you or your authorized representative to discuss details of this offer.

Thank you for your kind consideration.

Sincerely yours,

Name of Owner :

Contact No. _____

Address: _____