<YOUR NAME HERE>  
<YOUR ADDRESS 1 HERE>  
<YOUR ADDRESS 2 HERE>  
<YOUR ADDRESS 3 HERE>  
<YOUR ADDRESS 4 HERE>

Date: 1st March 2017

To Whom it May Concern,

**Re: Your Empty Home**

My name is INSERT NAME HERE and I am currently looking to purchase properties in this area.

If your property is empty and costing you money, I may be able to help you.

I am a cash buyer and can purchase your property quickly and without the need for estate agents. If this is something you would like to discuss, please contact me on my personal mobile 07958 123456.

Thank you for taking the time to read this letter and I look forward to hearing from you,

Kind Regards,

FIRST NAME LAST NAME