

To,

(Name of the sender)

(Designation of the respective person)

(Name of the address)

Subject- Letter of Sale for Clothing Store

Respected madam/sir,

This letter is to inform (mention the name of the organization or agency) that I (mention your name) from (mention the place where you are staying) wanted to sell a clothing store which is located at (mention the name of the place and area). We have decided to shift our business to a new place which is why we have decided to sell our clothing store. The store is in proper working condition and has the proper government-authorized documents of the store.

We have decided (mention amount) for the sale of the clothing store. The mentioned price is negotiable and the store is situated in proper town.

If you are interested to buy we can meet in person for discussing the further process of it and you can personally see the conditions of the store. All the land documents will be verified by you at the time of purchase.

For any further information or queries, you can reach to me at (mention phone number) or through an email (mention email address).

Thanking you

Sincerely

(Name of the sender)