Date

To

Recipient Name

Street Address

City, ST ZIP Code

**Subject:** Application for residential plot

Dear Sir/Madam,

I am interested in purchasing a residential plot located at [enter address]. I have come to know that the land is owned by you. If you are interested in selling the residential plot to me, kindly respond positively. I will be willing to make a settlement in three equal amounts. We can meet to discuss the proposal further.

Look forward to your response.

Sincerely,

[Your Name]  
[Address]