Date  
  
  
  
Name  
Address  
City, State, Zip  
  
Dear [NAME],

I am taking this opportunity to introduce myself and provide you with a few details on the realty services I provide. My name is [NAME], and I am a [REALTOR®/AGENT/BROKER] with [COMPANY]. I am local and take great pride in our community as well as in serving my clients and neighbors.

When asking around, you will find that [COMPANY] is highly respected, and we have earned our clients' respect through many years of personal service in this community. No question or concern is too demanding, for we constantly research the latest market conditions and finance options.

As your [REALTOR®/AGENT/BROKER], you can be confident that I will always put forth extra effort whether assisting you with the purchase of a new property, the sale of present property, or providing local information to new residents and businesses.

With the resources of the most respected company in this area at my disposal, I can assist you in making your property ownership goals a reality.

Give me a call at [PHONE] at your earliest convenience. You may also visit my Web site at [WEB ADDRESS] for additional information on the services I can provide. I look forward to hearing from you.

Sincerely,

[NAME]

[TITLE]