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

Thank you for taking time out of your busy day to speak with me on [DATE]. I enjoyed our conversation and look forward to speaking with you again.

I would very much appreciate the opportunity to meet in person so we can discuss and review your real estate needs in more detail.

Again, thank you for your time. I am looking forward to meeting with you at your convenience. You may reach me at [PHONE] or by email at [EMAIL]. I also have a Web site at www.EntourageRealtors.com where you can obtain even more information about my services.

Sincerely,

[NAME]

[TITLE]