Date

Name
Address
City, State, Zip

Dear [NAME],

Without an experienced [REALTOR®/AGENT/BROKER], buying or selling property can be an intimidating and stressful process. A trustworthy realty professional who considers your input and keeps you advised every step of the way could remove much of the stress.

I know that the successful achievement of your real estate objectives will be equally dependent upon your input and my [NUMBER] years of experience. Rest assured, I do not believe in the all too common practice of agents making decisions for clients without considering the clients' wishes.

Since you know exactly what you need, you have my guarantee that I will discuss every option with you and, together, we will make the right decisions.

Please feel free to give me a call at [PHONE] or email me at [EMAIL]. You may also visit my Web site [WEB ADDRESS] for additional information on the real estate services I provide. I look forward to hearing from you.

Sincerely,

[NAME]

[TITLE]