Date

Name
Address
City, State, Zip

Dear [NAME],

When it comes to buying or selling real estate, no one should have to wait any longer than necessary. Delays caused by a lack of diligence can cost clients dearly. A missed deadline may mean a higher interest rate or loss of a loan commitment. Failure to deliver a contract on time may mean loss of a sale.

I make a commitment to all of my clients, purchasers and sellers alike. This commitment means that I work diligently and quickly to produce results.

The old saying “All good things come to those who wait” does not apply to real estate.

Selecting me as your [REALTOR®/AGENT/BROKER] means that you will have the advantage of my [NUMBER] years of real estate experience. The knowledge I have gained and the contacts I have developed during those [NUMBER] years gives my clients an inside advantage and produces quick results.

Please give me a call today at [PHONE] to schedule an appointment to discuss your real estate needs. I look forward to hearing from you soon.

Sincerely,

[NAME]

[TITLE]