Date

Name
Address
City, State, Zip

Dear [NAME],

Again, I would like to apologize for my late arrival at our meeting. I greatly appreciate your adjustment of your own schedule so we could meet, in spite of my tardiness.

I enjoyed meeting with you and getting to know you a little better. I am looking forward to an evolving relationship wherein we work together to achieve your goals.

You may reach me by phone at [PHONE] or email at [EMAIL]. You may also want to look at my Web site at www.EntourageRealtors.com, which contains additional information about all that I can provide as a licensed [REALTOR®/AGENT/BROKER].

Sincerely,

[NAME]

[TITLE]