Date

Name
Address
City, State, Zip

Dear [NAME],

With the recent increase in activity regarding your home, I'm confident we will soon be successful in closing a sale.

Your satisfaction is important to me, and I would like to continue following up on our recent efforts without interruption. That's why I've enclosed an extension of our current agency agreement for you to sign and return to me as soon as possible. This will allow my team and me here at [COMPANY NAME] to keep the momentum of recent inquiries rolling right across the finish line.

I'll be in touch within the next few days in case you have any questions or would like to discuss marketing strategies. Or you can go ahead and contact me by phone at [PHONE] or email at [EMAIL], and I'll be happy to answer any questions you might have. As always, it's a pleasure helping you reach your goals.

Sincerely,

[NAME]

[TITLE]