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

I wanted to quickly follow up to let you know how your recent Open House on [DATE] went.

We advertised the Open House in [LIST PUBLICATIONS], posted signs on surrounding streets to capture drive-by traffic, sent out letters, and hosted an Agent-Only Open House. As a result, I am pleased to report that [LIST NUMBER] visitors came by to view your property.

Overall, I feel that the Open House was a success!

I will be contacting the individuals who attended the Open House within the next few days to determine which individuals have further interest in your home.

In the event that we did not find the right buyer with this Open House, we can discuss hosting another Open House and other strategies which I am confident will enable me to find that special buyer for your home.

Sincerely,

[NAME]

[TITLE]