Date

Name
Address
City, State, Zip

Dear [NAME],

As part of my effort to keep you informed, the following progress report details recent activity related to your property.

[WEEK/MONTH] ending: [DATE]

Phone inquiries: [INFO]

Showings: [INFO]

Advertisements: [INFO]

Comments from prospective buyers and their agents: [INFO]

As always, if you have any questions, please don't hesitate to call me at [PHONE] or contact me at [EMAIL].

Sincerely,

[NAME]

[TITLE]