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

I'm so glad that you contacted my office regarding your decision to purchase a new home. I have quite a few listings that I think will be of interest to you, and I can't wait to get started.

I wanted to follow up on our conversation right away so that you have a chance to add more listings to your search or ask any questions prior to getting started. I have your appointment scheduled for [DAY], [DATE], at [TIME]. Please plan on spending about [LENGTH OF APPOINTMENT] with me.

If for any reason you need to reschedule, please contact me at [PHONE] so I can make plans to meet with you at a more convenient time. I look forward to assisting you through your home buying process!

Sincerely,

[NAME]

[TITLE]