Date

Name
Address
City, State, Zip

Dear [NAME],

Thank you for taking the time to contact me today regarding your home buying needs. I enjoyed speaking with you and it is my sincere hope that I can help you find just the right property.

As you are searching for your new home, please remember that I can help you set appointments and gather pertinent information on the properties you select, no matter how you find them or who they are currently listed with. If you will keep me updated on the properties that are of interest to you, I will be happy to do the homework for you.

Now that I have a little information on what you are looking for, I will continue to search the Multiple Listing Service® and provide you with the most current listings and information on homes that may interest you.

Buying a new home is an exciting venture, and I'm privileged to assist you with this important decision. Please feel free to call me at [PHONE] at any time.

Sincerely,

[NAME]

[TITLE]