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

Recently, you inquired about one of the properties I represent. I appreciate your interest, and I want to take a moment to let you know that I have several other listings that may be perfect for you.

It would be my pleasure to assist you in finding the home ideally suited to your needs and to guide you through the entire buying process. Please contact me at your convenience to discuss your specific parameters for purchase:

Types of homes you are considering, e.g., single family detached, duplex, townhouse, condominium.

Special requirements, e.g., zoned for horses, eco-friendly, waterfront, gated community, specific architectural style.

Desired square footage and lot size.

Number of bedrooms, baths, and other rooms you are looking for.

Features and amenities desired, e.g., pool, vaulted ceilings, gourmet kitchen.

Preferred location and proximity to schools, daycare, employment, etc.

Price range in which you would like to purchase.

Type and amount of financing required.

Needs relating to terms and special contingencies.

Desired occupancy date.

There are many factors to consider when choosing a home. As an experienced [REALTOR®/AGENT/BROKER], I can help you translate your wants and needs into specific home preferences and requirements. Whether you are getting ready to purchase your first home or your fifth, let me assist you in locating the property that best fulfills your needs and desires.

You can reach me by phone at [PHONE] or by email at [EMAIL]. You may also wish to visit my Web site at www.EntourageRealtors.com to learn more about the client-focused real estate services I provide.

I look forward to hearing from you soon.

Sincerely,

[NAME]

[TITLE]