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

Thank you for contacting me about your upcoming move. I hope that you will consider me a valuable asset to you relocation plan, as we work together to find you the perfect home in the right neighborhood.

I am enclosing a variety of information on the [AREA NAME] area, as well as homes for sale matching the criteria you provided me. The information should provide you with a better feel for the location you're considering as your new home.

I assist people with long distance relocation every day, so please feel free to contact me at [PHONE] at any time. I know that making a move like this is not just about finding the right house. I am here to answer your questions, direct you to local services, and do some of the legwork for you.

My goal is to help make your upcoming move as smooth and trouble free as possible. Thank you again for contacting me. I look forward to meeting you and your family when you visit the area, and hope the enclosed information is helpful.

Sincerely,

[NAME]

[TITLE]