Date

Name
Address
City, State, Zip

Dear [NAME],

It was a pleasure speaking with you on the phone today.

Here is the information you requested about our local area and schools. I think you'll find that [COMMUNITY NAME] is a terrific place to live.

For your review, I've also enclosed information about some of the fine properties for sale in and around [COMMUNITY NAME]. You can find more information about these homes and many others available for sale by going to my Web site at www.EntourageRealtors.com. It's an easy-to-navigate site complete with virtual tours.

Thank you for choosing me to assist you with your real estate needs. I hope you find the enclosed information helpful. Please don't hesitate to give me a call at [PHONE] if you have any questions, or if you would like to visit any of the listed properties.

I look forward to hearing from you soon.

Sincerely,

[NAME]

[TITLE]