Date

Name
Address
City, State, Zip

Dear [NAME],

Newton's Third Law of Motion is simple-for every action, there is an equal and opposite reaction. You might wonder what physics has to do with buying or selling real estate. The answer is easy: to get results you have to generate results, and that requires action.

As a [REALTOR®/AGENT/BROKER], I am constantly acting on behalf of my clients because they deserve my best efforts. The knowledge and experience I have gained during my [NUMBER] years as a [REALTOR®/AGENT/BROKER] consistently produce results.

Each of my clients receives my dedicated commitment to producing results. It is my responsibility to obtain the best possible outcome, and that is exactly what I will deliver on your behalf.

I will provide you with a clear explanation of all your options-options based on research and steadfast follow-through. We will discuss these options regularly and your input, along with my experience, will lead us to a successful and rewarding result.

I look forward to answering any questions you may have. You may reach me by phone at [PHONE]. You may also obtain additional information on the services I provide on my Web site at [WEB ADDRESS]. I look forward to hearing from you.

Sincerely,

[NAME]

[TITLE]