Date

Name
Address
City, State, Zip

Dear [NAME],

I just wanted to send you a quick "Thank you!" for extending your listing with [COMPANY NAME].

It's always our goal to provide our clients with the most outstanding service possible, and your continued faith in and appreciation of my efforts means a lot to me. I assure you that I and everyone here at [COMPANY NAME] will strive every day to repay your confidence by finding the right buyer for your property.

Thanks again for allowing us to assist you in achieving your real estate goals.

Sincerely,

[NAME]

[TITLE]