Date

Name
Address
City, State, Zip

Dear [NAME],

I appreciate the trust you have shown by appointing me as your agent in the sale of your home. I know how important this transaction is for you and your family.

I am confident that I will locate the ideal buyer for your home, and will work diligently to sell your home for its maximum value.

If you have any questions at all, please call me at [PHONE].

Thank you again.

Sincerely,

[NAME]

[TITLE]