Date

Name
Address
City, State, Zip

Dear [NAME],

I wanted to take a moment to personally thank you for the opportunity to sell your home. I realize that you must have had many [REALTORS®/AGENTS/BROKERS] to choose from, and I'm honored that you've chosen me! I'm greatly looking forward to serving you, and I want this experience to be as rewarding as possible for you!

Selling your home can feel like an overwhelming process, but I want you to rest assured that you are in good hands. I will be here every step of the way to field any questions you may have, provide advice, and will stay in communication with you throughout the entire course of the sale process.

After all, I want to be much more than just your [REALTOR®/AGENT/BROKER]-I want to build a friendship with you based on trust, respect and clear communication. I'm looking forward to getting to know you, and am confident that we will accomplish the sale of your home as quickly and profitably as possible!

Thank you again for your trust and consideration! Please feel free to contact me at any time at [PHONE]-your satisfaction is my highest priority. I look forward to working with you!

Sincerely,

[NAME]

[TITLE]