

**Your Company Name**

Your Name

Address

City, State Zip

Phone: 999-999-9999 Fax: 999-999-9999

Email: username@domain.com

«Name»

«Address»

«City», «State» «Zip»

Dear «Title» «LastName»:

«FirstName», could you use some free help?

Our office supplies [purchase offer forms I For Sale by Owner suggestions] to owners who wish to sell their homes without the use of an agent. We do so without cost or obligation. We also provide a free estimate of value based on current documented sales.

No, we are not a charity—we do this hoping that if you later decide to use an agent's services, you will remember our assistance.

I will call you within the next few days to set up an appointment so I can drop off the [forms / information] with you and answer any questions you might have.

Yours truly,