

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», hello! This letter is to introduce myself and {office name} to you, your Neighborhood Real Estate Specialists. «FirstName», you'll be hearing from me on a regular basis to keep you informed of real estate activity in your neighborhood such as sales, new homes on the market, etc., as well as what is happening in general in the real estate market.

If you have any questions regarding the current market value of your property, or any other real estate questions, please feel free to call.

I look forward to meeting you and having the opportunity to help you with your real estate needs.

Sincerely,