

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», Thank you very much for the opportunity to visit your home in [Westwood]. As I indicated, I believe that [Clyde Realty] can help you find the perfect family who will appreciate all your home has to offer.

I will be contacting you again in a few weeks to check on your sale progress and to find out how I can help you in your efforts.

Yours truly,