

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>>, you may have noticed my For Sale sign at

_____.

Mr. & Mrs. _____ have done a wonderful job of decorating their home and I'm sure you will enjoy seeing the lovely results. Just stop by the open house between 12 noon and 5 P.M. this Sunday. I would love to show you the home and chat with you concerning real estate values in your neighborhood.

See you then!

Sincerely,