

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», would you like to choose your new neighbor?

I have just listed a home for sale at {234 Street Avenue}. If you know of someone interested in re-locating to your area, please contact me. I will see that your referral is given the very best of service and personal attention.

Sincerely,