

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», just a note to say "thanks" for allowing me the opportunity to discuss the sale of your home. I hope that the information I presented will be of help to you in making a decision. Please don't hesitate to call me if I can be of further service. I look forward to that opportunity.

Sincerely,