(Date)

(Name of Client)

(Address)

Dear (Name of client),

I want to sincerely thank you for placing your confidence in me and allowing me to list your home. I am well aware that I am not the only Realtor in town who would have liked to place your property on the market so I feel honored that of all the options you had, you chose me.

Rest assured that I am doing everything that I possibly can to market your home including, but not limited to, promoting it using digital marketing on places like Facbook and others, featuring it on sites like Realtor.com, Zillow and more, creating a virtual tour and single property website for the internet, sending out postcards and letters to your neighbors and entering your property into the Multiple Listing Service. Enclosed is a copy of your listing and how it appears when one of the many agents in (town where listing is) or any surrounding city brings it up on their computer through the Multiple Listing Service (MLS).

I have delivered information about your home to each agent in our office as well as a number of the top agents from other local companies. Additionally, I will be talking about your listing at our upcoming office meeting.

I know that selling your home can be a very emotional experience. If at any time you have any questions or comments about what is going on, please don’t hesitate to give me a call or shoot me an email. I have found that open communication is the best way to avoid any confusion and possible problems that may arise.

I am looking forward to working with you!

Sincerely,

(your name)

*My business is the result of the support and referrals from people like you… Thank you!*