

[Date]

[Client Name]
[Client Address]
[City, State, Zip]

Dear [Client Name],

Welcome to [Company Name]. We are delighted to have the opportunity to assist you with your real estate journey.

My name is [Concierge Name], and I will be your dedicated Real Estate Concierge. My role is to simplify your experience by managing the details of your transition, ensuring every step is seamless and stress-free.

As part of our concierge services, I am available to assist you with:

- Scheduling property viewings and tours.
- Coordinating with contractors, inspectors, and moving companies.
- Utility setup and neighborhood orientations.
- Providing recommendations for local services and amenities.

I will be reaching out to you shortly to discuss your specific needs and timeline. In the meantime, please feel free to contact me directly at [Phone Number] or [Email Address] if you have any immediate questions.

We look forward to providing you with an exceptional service experience.

Sincerely,

[Concierge Signature]
[Concierge Name]
[Title]
[Company Name]