

[Your Name]
[Your Title/Company]
[Your Phone Number]
[Your Email Address]

[Date]

[Homeowner Name]
[Property Address]
[City, State, Zip Code]

Dear [Homeowner Name],

Thank you for trusting me with the sale of your home. To ensure a professional and efficient sales process, I have outlined the management plan for private showings and upcoming open houses below.

1. Private Showings

All showing requests from prospective buyers or their agents will be coordinated through [Booking System Name/My Office]. I will provide you with at least [Number] hours of notice before any scheduled visit. Please ensure the property is in "show-ready" condition and that all occupants (including pets) are vacated during these times.

2. Open House Schedule

We have scheduled the following open house dates:

- [Date and Time 1]
- [Date and Time 2]

3. Property Access

Access to the property will be managed via [Secure Lockbox/Key Exchange]. I will personally oversee the arrival and departure of all visitors during open houses to ensure the security of your home.

4. Feedback and Reporting

Following each showing or open house event, I will provide you with a summary of buyer feedback, level of interest, and any potential offers received. You can expect a formal update every [Day of the Week].

5. Safety and Preparation

I recommend securing all valuables, prescriptions, and sensitive documents prior to any public viewing. I will ensure all lights are turned off and doors are locked before leaving the premises.

If you have any questions regarding this schedule or the showing process, please contact me directly.

Sincerely,

[Signature]

[Printed Name]