

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

It was a pleasure meeting with you to discuss the upcoming sale of your property at [Property Address]. To ensure we achieve the highest possible market value and attract the right buyers, I have outlined my professional staging recommendations below.

### **1. Curb Appeal**

[Insert advice: e.g., Power wash the driveway, add fresh mulch, and place a seasonal wreath on the front door.]

### **2. Decluttering and Depersonalizing**

[Insert advice: e.g., Remove family photos, clear all kitchen countertops, and organize closets to show off storage capacity.]

### **3. Furniture Layout and Flow**

[Insert advice: e.g., Remove the oversized recliner in the living room to create a more open floor plan and improve traffic flow.]

### **4. Lighting and Atmosphere**

[Insert advice: e.g., Replace all burnt-out bulbs with "daylight" LED bulbs and ensure all curtains are pulled back during showings.]

### **5. Necessary Repairs and Cleaning**

[Insert advice: e.g., Patch the drywall in the hallway and schedule a professional deep clean of all carpets.]

By implementing these changes, we can help potential buyers visualize themselves living in the space, which often leads to faster offers and a higher sales price.

Please let me know if you have any questions or if you would like recommendations for local contractors to assist with these tasks.

Best regards,

[Your Name]

[Your Title/Company]

[Your Phone Number]

[Your Email Address]