

[Date]

[Executive Name/HR Director Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Professional Real Estate Services for Your Relocating Employees

Dear [Name],

I am writing to offer my specialized real estate services to assist [Company Name] and your employees with their upcoming relocation needs. I understand that relocating for a new role is a significant transition, and my goal is to make the process as seamless and stress-free as possible for your team.

As a specialist in the [Local Area/City] market, I provide comprehensive relocation support, including:

- Personalized neighborhood tours and school district analysis.
- Expedited home search and digital showing capabilities.
- Full-service listing support for departing employees to ensure a quick sale.
- Coordination with corporate relocation departments and third-party logistics providers.
- A network of trusted local contractors, movers, and professional services.

I have a proven track record of helping corporate professionals settle into their new homes quickly so they can focus on their new responsibilities within your company. I would welcome the opportunity to discuss how I can add value to your corporate benefits package and support your human resources department.

I will follow up with your office next week to see if we can schedule a brief introductory meeting. In the meantime, please feel free to contact me directly at [Phone Number] or [Email Address].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title/Brokerage Name]

[Your Website]

[License Number]