

[Your Name]
[Your Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Real Estate Agent Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Re: Listing of property at [Your Property Address]

Dear [Agent Name],

I am writing to formally request your services in listing my property located at [Your Property Address] for sale. Due to a professional job transfer to [New City, State], I am required to relocate by [Date].

Because this move is time-sensitive, I am looking for an expedited listing process and an aggressive marketing strategy to ensure a timely closing. I would like to schedule a meeting to discuss:

- Current market analysis and suggested listing price.
- Your strategy for reaching potential buyers quickly.
- Procedures for handling showings and paperwork while I am out of state.
- Estimated timeline for the sale.

Please let me know your availability for a walkthrough of the property and a listing presentation. I can be reached via phone at [Phone Number] or email at [Email Address].

I look forward to working with you to facilitate this transition.

Sincerely,

[Your Signature]

[Your Printed Name]