

[Date]

[Executive Name]

[Executive Title]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Executive Name],

Congratulations on your upcoming relocation to [City/Region]. We understand that as an executive, your time is your most valuable asset, and managing a property transition requires a high level of discretion, efficiency, and expertise.

Our firm specializes in executive relocation services. We provide a comprehensive listing suite designed to handle every detail of your real estate requirements so you can focus on your new professional responsibilities. Our specialized services include:

- Concierge-level property preparation and professional staging.
- Aggressive, high-end digital and international marketing strategies.
- Strict confidentiality and private showing management.
- Expert contract negotiation and seamless closing coordination.
- Coordination with corporate relocation packages and third-party providers.

We have a proven track record of facilitating smooth transitions for high-level professionals and look forward to the opportunity to represent your interests. We would appreciate the chance to provide you with a confidential market analysis of your current property and a strategic plan for its sale.

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

Sincerely,

[Your Name]

[Your Title]

[Your Real Estate Agency]

[License Number]