

[Date]

[Client Name]

[Current Address]

[City, State, Zip Code]

Dear [Client Name],

Congratulations on your new professional opportunity in [New City/State]. I understand that a job transfer requires a streamlined and efficient real estate strategy to ensure a smooth transition for you and your family.

To meet your relocation timeline, I propose the following listing strategy for your property at [Property Address]:

- **Expedited Market Analysis:** We have established a competitive listing price of \$[Price] based on current market data to encourage immediate interest and high-quality offers.
- **Aggressive Marketing Launch:** Your home will go live on the MLS and all major platforms on [Date]. We will utilize professional photography and virtual tours to attract out-of-area buyers immediately.
- **Relocation Timeline Alignment:** We will structure the listing to prioritize buyers with flexible closing dates or those willing to work within your specific transfer window.
- **Corporate Relocation Coordination:** I am prepared to work directly with your employer's relocation department to manage required paperwork and inspections.

My goal is to secure a firm contract within [Number] days to allow you to focus on your new role without the burden of an unsold property. I have attached the full marketing calendar and comparative market analysis for your review.

I look forward to discussing the next steps with you this evening.

Best regards,

[Your Name]

[Your Title]

[Your Agency/Company]

[Phone Number]

[Email Address]