

[Your Name]
[Your Company Name]
[Phone Number]
[Email Address]

[Date]

[Homeowner Name]
[Homeowner Address]
[City, State, Zip]

Subject: Seamless Relocation Support for Your Upcoming Move

Dear [Homeowner Name],

I understand that your upcoming job relocation to [New City/State] involves many moving parts. My goal is to handle the entire process of selling your current home so you can focus on your new professional chapter.

I specialize in "turnkey" relocation listings. My comprehensive service package includes:

- Full-service home staging and minor repairs coordination.
- Professional photography and virtual tours.
- Aggressive digital marketing to reach out-of-state buyers.
- Coordination with your relocation management company (RMC) if applicable.
- Remote closing capabilities so you don't have to travel back for paperwork.

I have helped numerous professionals transition smoothly by managing every detail of the sale in their absence. I would love to provide you with a complimentary home valuation and a customized marketing plan designed for a quick, high-value sale.

Are you available for a brief 10-minute call on [Day] at [Time] to discuss your timeline?

Sincerely,

[Your Signature]

[Your Printed Name]
[License Number]