

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Contact Information for [Agent Name]

Dear [Client Name],

Thank you for choosing to work with us for your real estate needs. Below you will find the direct contact information for your real estate agent, who will be assisting you throughout your transaction.

Agent Name: [Agent Name]

License Number: [License #]

Phone Number: [Phone Number]

Email Address: [Email Address]

Office Address: [Office Address]

Please feel free to reach out via phone or email if you have any questions regarding listings, viewings, or the closing process.

Sincerely,

[Your Name/Company Name]

[Phone Number]

[Website]