

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

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

I hope this letter finds you well. It has been a pleasure working with you in the past, and I truly value the relationship we have built.

I am writing to you because I am looking to expand my business with high-quality clients who share your values and standards. As a VIP client, your opinion means a great deal to me. If you have any friends, family members, or colleagues who are considering buying or selling a property, I would be honored if you would refer them to me.

Please be assured that I will provide them with the same level of professional service, attention to detail, and expertise that you have come to expect. My goal is to make their real estate journey as smooth and successful as yours was.

To show my appreciation, I have included a few of my business cards for you to share. If you prefer, you can simply reply to this email with their contact information, and I will reach out to them personally.

Thank you for your continued trust and support. I look forward to hearing from you soon.

Best regards,

[Your Signature]

[Your Printed Name]