

Dear [Name of Recipient],

I am writing to introduce my [clients/friends], [Client Name(s)], who are preparing for an exciting new chapter. Now that their children have moved out, they are looking to transition from their current family home into a smaller, more manageable residence that better fits their "empty nest" lifestyle.

They are specifically looking to move to [City/Neighborhood] and are interested in [Type of property, e.g., a luxury condo or a single-story home]. Since you are an expert in that local market, I knew you would be the best person to help them find the perfect right-sized home.

I have provided their contact information below:

- **Names:** [Client Names]
- **Phone:** [Phone Number]
- **Email:** [Email Address]

Please reach out to them to discuss their needs and the current inventory in your area. I have told them to expect your call.

Thank you for taking great care of them. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Company]

[Your Phone Number]