

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name/HR Department]
[Address]

Subject: Professional Real Estate and Relocation Services for [Company Name] Employees

Dear [Recipient Name],

I am writing to introduce our specialized real estate and corporate relocation services to [Company Name]. We understand that recruiting and retaining top talent often involves transitioning employees to new locations, and we are here to ensure that process is seamless.

Our team specializes in assisting corporate professionals with:

- Short-term and long-term corporate housing solutions.
- Comprehensive neighborhood tours and school district information.
- Home buying and selling assistance for relocating executives.
- Rental search and lease negotiation.
- Streamlined settling-in services.

We pride ourselves on providing high-touch service that minimizes downtime for your employees, allowing them to focus on their new roles while we handle the logistics of their move.

I have attached a brief overview of our successful track record with other corporate clients. I would welcome the opportunity to discuss how we can support your HR and talent acquisition teams.

Are you available for a brief introductory call next [Day of the week] at [Time]?

Sincerely,

[Your Signature]

[Your Printed Name]
[Your License Number, if applicable]