

[Your Name]
[Your Title/Organization]
[Date]

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

Dear [Recipient Name],

As a dedicated leader in our community, I know that you are often a trusted point of contact for residents navigating significant life changes. Because housing and property assets represent the largest financial interest for most families in [Community Name], I am reaching out to offer my services as a professional real estate advisor.

My goal is to serve as a resource for your members or constituents who may need guidance on:

- Downsizing or transitioning to senior living.
- Estate sales and probate property management.
- First-time homebuyer education and local grants.
- Market analysis for neighborhood planning.

If you encounter anyone in our community who needs ethical, data-driven real estate advice-regardless of whether they are ready to buy or sell-I would be honored if you shared my contact information with them. I am committed to treating every referral with the highest level of integrity and care.

I have enclosed a few of my business cards for your convenience. Please let me know if there is ever any way I can support your community initiatives or if you would like to grab a coffee to discuss how I can be of service.

Thank you for your leadership and for all you do for [Community Name].

Sincerely,

[Your Signature]
[Your Phone Number]
[Your Email Address]
[Your Website]