

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

[Date]

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

Subject: Helping you navigate your first home purchase

Dear [Recipient Name],

I am reaching out because I understand you are considering buying your first home. Congratulations on reaching this exciting milestone! While the process can feel overwhelming, my goal is to make your journey to homeownership as smooth and stress-free as possible.

As a specialist in helping first-time buyers, I can assist you with:

- Understanding the local housing market.
- Navigating mortgage pre-approval and first-time buyer programs.
- Finding properties that fit your specific budget and needs.
- Explaining each step of the closing process.

I would love to schedule a brief introductory call to discuss your goals and answer any questions you may have about the current market. There is no obligation, just a chance to provide you with the information you need to get started.

Are you available for a 10-minute chat on [Day of the week] at [Time]?

I look forward to hearing from you and helping you find your first home.

Best regards,

[Your Signature]

[Your Printed Name]