

[Date]

[Property Owner Name]

[Property Address]

[City, State, Zip Code]

Subject: Proposal for Flat Fee Listing Services

Dear [Property Owner Name],

Thank you for the opportunity to present my Flat Fee Listing Proposal for the sale of your property located at [Property Address].

My goal is to provide you with the professional exposure of the Multiple Listing Service (MLS) while allowing you to retain more of your equity through a transparent, fixed-cost structure. Unlike traditional commission models, my flat fee service ensures you know exactly what you are paying upfront, regardless of the final sale price.

**Proposed Flat Fee: \$[Amount]**

**Services Included:**

- Listing on the local MLS for [Duration] months.
- Syndication to major real estate websites (Zillow, Realtor.com, Trulia, etc.).
- Professional digital photography (up to [Number] photos).
- Official "For Sale" yard signage.
- State-required disclosure forms and contract templates.
- Secure electronic lockbox access.

Please note that while my fee covers the listing side, I recommend offering a competitive commission (typically 2-3%) to any buyer's agent who brings a successful offer, to ensure maximum broker participation.

I have attached the formal Listing Agreement for your review. If you have any questions regarding these terms, please feel free to contact me directly at [Phone Number] or [Email Address].

I look forward to helping you sell your home efficiently.

Sincerely,

[Your Name]

[Your License Number]

[Your Brokerage Name]