

[Date]

[Buyer Name]

[Buyer Address]

[City, State, Zip Code]

Re: Professional Representation for Your Property Search

Dear [Buyer Name],

I noticed that you are currently exploring the real estate market independently. While searching for a home on your own is possible, navigating the complexities of a real estate transaction can be challenging without professional advocacy.

I am writing to formally offer my services as a Buyer's Agent to represent your interests. My goal is to ensure you find the right property at the best possible price and terms. My representation includes:

- Access to "Off-Market" and Pre-Market listings not found on public sites.
- In-depth market analysis to ensure you do not overpay.
- Expert negotiation of offers, repairs, and closing costs.
- Management of all legal contracts, disclosures, and deadlines.
- Coordination of inspections, appraisals, and financing.

In most cases, the professional commission for a Buyer's Agent is covered by the seller, meaning you receive full representation at no out-of-pocket cost to you.

I would appreciate the opportunity to discuss your specific needs and show you how I can streamline your home-buying process. Are you available for a brief 10-minute phone call or a coffee meeting this week?

I look forward to hearing from you.

Sincerely,

[Your Name]

[Your Title/License Number]

[Brokerage Name]

[Phone Number]

[Email Address]