

[Agent Name]
[Company Name]
[Phone Number]
[Email Address]
[Website]

[Date]

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

Subject: Exclusive Concierge Real Estate Services for Your Relocation

Dear [Recipient Name],

I am writing to announce that I have recently listed a premier property located at [Property Address] in your area. Because I specialize in corporate relocation and high-end concierge real estate services, I wanted to reach out to you directly.

Relocating to a new city involves much more than just a real estate transaction. My "White Glove" concierge program is designed to handle every detail of the transition for my clients, including:

- Neighborhood orientation and school district research.
- Coordination of professional moving and packing services.
- Utility setup and home maintenance scheduling.
- Access to a vetted network of local contractors and service providers.
- Temporary housing and rental assistance if needed.

Whether you are moving into the area or planning a move out of state, my goal is to provide a seamless, stress-free experience tailored to your specific timeline and lifestyle needs.

If you or someone you know is considering a move, please contact me at [Phone Number] for a private consultation. You can also view the details of my newest listing at [Website/Link].

I look forward to assisting you with your next move.

Sincerely,

[Agent Name]
[Title/Designation]
[Company Name]