

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

[Date]

[Board Member Name or "Board of Directors"]
[Association Name]
[Mailing Address]
[City, State, Zip Code]

Subject: Professional Real Estate Services for [Association Name]

Dear Board Members,

My name is [Your Name], and I am a licensed Real Estate Broker with [Company Name], specializing in the [Neighborhood/Area] market. I am writing to formally introduce myself as a resource for the [Association Name] Board of Directors and the residents you serve.

I understand the importance of maintaining high property values and community standards within a managed association. My goal is to provide professional support that benefits both the Board and the homeowners. I offer the following services to your community:

- Detailed annual or quarterly market analysis reports for the association.
- Professional guidance for residents looking to sell or lease their units.
- Assistance in ensuring all prospective buyers are well-informed of the association's rules and regulations.
- Support in marketing the community to attract high-quality, long-term residents.

I would welcome the opportunity to meet briefly with the Board or the Property Manager to discuss how I can assist in promoting the continued growth and stability of [Association Name]. I have also enclosed my business card for your records.

Thank you for your time and for your dedicated service to the community.

Sincerely,

[Signature]

[Your Printed Name]
[Your Title/Broker License Number]