

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

[Date]

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

Subject: Professional Real Estate Assistance for the Property at [Property Address]

Dear [Recipient Name],

I am writing to express my condolences regarding the passing of [Name of Deceased]. I understand that managing an estate from out of state can be an overwhelming and complex process, especially when it involves real property.

My name is [Your Name], and I am a licensed real estate professional specializing in the [City/County] area. I have been referred to you because I frequently assist families in navigating the sale of inherited properties. My goal is to simplify this transition for you by handling all local boots-on-the-ground requirements.

I provide a comprehensive suite of services designed for out-of-state executors, including:

- A detailed Comparative Market Analysis to determine the property's current value.
- Coordination with local contractors for repairs, cleaning, or junk removal.
- Management of property security and regular onsite inspections.
- Digital document signing to eliminate the need for travel.
- Referrals to local probate attorneys if legal guidance is still required.

I would welcome the opportunity to discuss your goals for the property-whether you are looking for a quick "as-is" sale or wish to maximize value through strategic improvements. I am happy to provide a no-obligation valuation of the home at your convenience.

Please feel free to call or text me at [Your Phone Number] to schedule a brief introductory call.

Sincerely,

[Your Signature]

[Your Printed Name]
[License Number, if applicable]