

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

[Date]

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

Subject: Following up on your property at [Property Address]

Dear [Seller Name],

It was a pleasure speaking with you recently regarding the potential sale of your property located at [Property Address]. I was glad that [Referring Agent Name] was able to connect us.

I understand that managing a property sale from out of state can feel overwhelming. My goal is to make this process as seamless as possible for you by being your local "boots on the ground." Whether it is coordinating inspections, managing repairs, or providing real-time market updates, I am here to handle the logistics so you don't have to travel.

I have attached a preliminary market analysis for your review, which outlines current trends and comparable sales in the neighborhood. Once you have had a chance to look it over, I would love to schedule a brief call to discuss your timeline and any specific goals you have for the sale.

I am looking forward to working with you and ensuring a successful closing.

Sincerely,

[Your Signature]

[Your Printed Name]