

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

[Date]

[Client Name]
[Client Address]
[City, State, Zip]

Dear [Client Last Name],

It was a pleasure working with you on the [sale/purchase] of your property at [Property Address]. I truly value the relationship we have built and hope you are enjoying your current residence.

I am writing to you today because I am expanding my private client services. As someone who understands the nuances of the luxury market and the importance of discretion, I wanted to reach out to you personally.

If any of your colleagues, friends, or family members are considering navigating the high-end real estate market-whether locally or internationally-I would be honored to provide them with the same level of white-glove service and market expertise that I provided to you.

I have built a robust network of luxury specialists and off-market resources that allow me to handle complex transactions with total confidentiality. Your recommendation is the highest compliment I can receive, and I promise to treat any referral you provide with the utmost priority.

Thank you for your continued trust. I look forward to catching up soon.

Best regards,

[Your Signature]

[Your Printed Name]