

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

As the seasons change, I wanted to reach out with some helpful tips to keep your home in top shape and provide a brief update on our local real estate market.

Seasonal Home Maintenance Checklist

- **Exterior Inspection:** Check the roof for damaged shingles and clear gutters of debris.
- **HVAC Service:** Replace air filters and schedule a professional system tune-up.
- **Safety Check:** Test smoke and carbon monoxide detectors and replace batteries if needed.
- **Landscaping:** Trim overhanging branches and prepare your garden for the upcoming weather.
- **Windows & Doors:** Inspect weatherstripping and caulking to improve energy efficiency.

Local Market Update

The real estate market in [Neighborhood/City] continues to show [active/steady/changing] trends. Currently, we are seeing [brief description of inventory levels or price trends]. Whether you are considering selling or are just curious about the current value of your property, it is a great time to stay informed.

If you would like a complimentary, updated valuation of your home or have any questions about the market, please feel free to call or email me.

Warm regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]