

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

It was a pleasure meeting with you on [Date of Meeting] to discuss your real estate goals. I enjoyed learning more about your interest in [buying/selling] a property in [Neighborhood/Area].

As we discussed, my goal is to make this process as smooth and successful as possible for you. Based on our conversation, I have attached the following documents for your review:

- [Document 1: e.g., Current Market Analysis]
- [Document 2: e.g., Neighborhood Listings]
- [Document 3: e.g., Buying/Selling Process Guide]

I will follow up with you on [Day of the week] to answer any questions you may have regarding these materials or the next steps in our plan.

In the meantime, please feel free to reach out to me directly at [Phone Number] or [Email Address] if anything urgent comes up.

I look forward to working with you.

Best regards,

[Your Name]

[Your Title]

[Company Name]