

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

[Date]

[Property Owner Name]
[Property Owner Address]
[City, State, Zip Code]

Dear [Property Owner Name],

Thank you for taking the time to meet with me on [Date] to discuss your property located at [Property Address]. It was a pleasure learning more about your goals and the history of the site.

As we discussed, I have summarized the key points from our meeting below:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

Per our conversation, I am currently working on [Mention Action Item, e.g., the market valuation/proposal/research]. I expect to have this completed and sent to you by [Date].

If you have any additional questions or if any new information has come to light since our meeting, please do not hesitate to reach out to me directly.

I look forward to our next steps and the possibility of working together.

Best regards,

[Your Signature]

[Your Printed Name]