**Introduction Letter**

<Client name and address block>

Hello <first name>,

My name is <your name> and I am a real estate <broker or sales person> who focuses on serving the real estate needs of home buyers and sellers in <name of neighborhood(s) or geographic region>. I’d like to take this opportunity to reach out to you and see if you have any real estate needs at this time?

Some of my recent transactions include:

<insert 2-3 recent sales/listings: two-bedroom, listed for xx months sold for $>

Should you work with me, I will work tirelessly to ensure you are connected with the best real estate opportunities. My services include:

* Real estate sales
* Real estate purchases
* Real estate home staging
* Relocation
* Local real estate market reports
* Local real estate market expertise and guidance
* Real estate professional referrals (for those moving to another state or country)
* Real estate leasing (commercial, industrial, retail, residential)
* Other: do you have a unique real estate issue that you need assistance with? I am happy to work with you to find solutions.

I hope you will consider contacting me for your future real estate needs. My contact information is below.

Best Wishes,

<your first name>

<Contact block with name

RE license #

firm name

firm address

email, phone, and social media>

Disclaimer: This document is provided as a sample and does not constitute legal advice. Members should modify this document to address their specific needs and verify all information provided to ensure its accuracy and compliance with applicable law.