

Sample Realty Co  
Jim Smith  
1234 Realty Dr  
City, State, Zip  
Phone: (800) 555-XXXX  
Fax: (800) 555-XXXX

Dear Caller,

Thank you for calling my 24-hour free recorded information service and requesting my fax-on-demand flyer. I hope you find this service to be convenient and informative.

Did you receive all the information? Here's a checklist of what should have been included:

- House Flyer (Page 1)
- Special Lending Offer (Page 2)

Please allow me to tell you a little about myself: First, if you already are under an agreement with an agent then please disregard this letter. Furthermore, understand this is not a solicitation, but rather an introduction to my services and me. I work extremely hard for my clients to help them sell their property quickly and get them the very best offers for their property available to them at this time. If my clients are relocating here in the (city) metro area I can also work diligently with them as a buyer's agent to help them find a new property. In summary, what I do for all my clients as a buyer agent is:

- Invest a considerable amount of time and energy to ensure that all property viewings are the most efficient use of your time.
- Educate my clients on current market conditions, trends, and property values.
- Select only properties for viewing that will meet your standards or, if you prefer, we can view a variety of price ranges and locations.
- Once you select a property, I become a problem solver or "project coordinator" if you will. Either myself, or a member of my staff will work closely with you during every part of the Real Estate transaction process.

Thank you again for calling my listing. If you have any questions, please let me know.

Sincerely,

Jim Smith  
Professional Realtor