

[Sender's Name]

[Sender's Address]

[Date]

[Recipient's Name]

[Recipient's Address]

Respected Mrs. [Recipient's Name],

Thank you for setting up the meeting, last Friday. It was my pleasure getting to know you. I hope that my presentation regarding strategies that I will use to sell your property is clear. If given the opportunity to sell your property, I assure you that I will give you a stress-free selling experience.

In the meeting, you asked me if I could take care of all the documentation regarding selling a property. In this letter, I again repeat that I will look after each process required. My goal would be to work closely with you and find you the best buyer. I hope that you give me the opportunity to sell your property.

Again thank you for giving me the opportunity to meet you and share my experience in the real estate business. Looking forward to meeting you.

Yours sincerely,

[Your Name]

[Contact Number]

[Email ID]

[Signature]



