Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I am writing you this letter to inform you that as per our discussion on [date] I have a few listings available that I think you might like. All the listings meet your criteria of being near your office as well as the location being residential as you want to shift with your family. Following is the list of the houses I would like you to consider:

1. [House #1]
2. [House #2]
3. [House #3]
4. [House #4]
5. [House #5]

If you would like to visit any of the above-mentioned houses let me know. I can arrange a private showing of the houses exclusively for you. If, none of the mentioned houses click you then do let me know in that case too. Please feel free to tell me if you have another requirement.

Regards,  
You name