Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I am writing you this letter as a response to our telephonic discussion on [date]. You told me that you are interested in buying a property in [name] area. I have been searching since then to find you a property that suits your need.

According to your mentioned requirements you needed a two bedroom flat with a nice view. You also mentioned the presence of a nice little park near the building as your preferred choice. I after careful selection have separated out few properties that I would like you to visit.

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

Do let me know about your views about these properties. Your quick response would be highly appreciated as you can understand by the competition in this area these properties would not be available for too long.

Regards,  
Your name