Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

Hope you are doing well. I have good news for you regarding our discussion on [date]. I have listed few houses for you in your desired area. I am very positive that you would like these houses as they match your specified criteria. Following are the houses I would like you to consider visiting.

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

In case you don’t like the houses and you would like to have another quality in your dream house let me know. Your response would be highly appreciated.

Regards,  
Your name