Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

Hope this letter finds you in good health. Firstly, I would like to apologize if it has caused any sort of inconvenience to you. However, the news I have for you is going to make your day. As per our discussion on [date] you assigned me a task of finding you a home in [area name] as this area would be close to your new office.

After looking at different properties I have selected the following 5 properties for you.

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

If you would like to visit these properties personally do let me know I would arrange a private showing for you. In other case if you have changed your mind and would like to visit a property at some other place you are welcome to inform me I can find you a property in that specific area too.

Regards,  
Your name