[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

Hello [Prospect],

It was good to see you on the Sunday open house held on [date] at [name of place]. I would like to extend my gratitude to you for accepting the invitation and gracing the event with your presence. Although you seemed quite passionate about the property sadly I would like to inform you that the house is currently under contract.

Though it may seem to be a little disappointing but there is nothing to worry about. I know of quite good places more in this area and I am very positive that you would like them. Let me know of the time and place where you would like to set up a private meeting. Contact me at [contact details]. Waiting for an affirmative reply

Sincerely,

[Your Name]

[Title]