[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

Hello [Prospect],

It was nice talking to you on the Sunday open house. You looked like a businessman who wants to invest his money on a good property. In the event I could see your interest in buying property in [name of place] area.

You liked its whereabouts and how it is located in the heart of the city and has all the basic facilities available. This area is also near to your office so its within your easy access. But with a heavy heart I have to say that the house, you were so much interested in, is currently under contract.

But on the brighter side, due to all my expertise in the property dealing profession, it appears to me that I can find you an even better place in this area. I would like to set up a private meeting for you so that we can discuss the details of your requirements. For booking a meeting kindly contact me at [email address and phone number].

Sincerely,

[Your Name]

[Title]