[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

Hello [Prospect],

It was an honor to meet you at the Sunday open house held on [date] at [name and location of the place]. Your presence in the event indicated that you were interested in buying a property here in [name] area.

But sadly, with a gloomy heart I would like to convey you the news about the house you showed interest in. According to the recent reports that house located at [address] is currently under contract. Though this might seem to be bad news, but I think this is a blessing in disguise. Now you can choose another property from the wide available options I have exclusively shortlisted for you.

As you know I have been in the property dealing profession since [date] thus, I have enough of the experience to find you a property which is a perfect match for you. If you agree to set up a private meeting with me I can show you more houses in this area that match your requirements.

Sincerely,

[Your Name]

[Title]