[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

Hello [Prospect],

I would like to thank you personally for attending the Sunday open house at [address]. It was a very pleasant surprise for me to meet you there. Through our conversation I got to know that you are thinking of expanding your business in this city and wants to buy some property in [name] area as this area is commercial and is perfect for business dealings.

If you find yourself interested, then do leave me a message at [contact number] or to set up a private meeting on my work calendar click on the link attached [link]. This link would take you to my personal calendar and you can pick a date and time according to your desire. A quick reply from you would be highly appreciated.

Sincerely,

[Your Name]

[Title]