[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

Hello [Prospect],

Hope you are doing fine. I tried contacting you through your official number but was unable to reach you despite of making several attempts. Yesterday I was told by your office staff that you are currently out of town for a business meeting, so I am writing you this letter as a mean of contact.

Firstly, accept my apology for disturbing you on your business tour but as I have a very good news for you I would like you to know it too. In our last conversation you showed interest in buying a property in [name] area as you liked its whereabouts and how it is situated in the heart of the city thus, making it a perfect site for business dealings.

Coincidently the interest rates of this area have dropped by [number] percent. This is a perfect time for buying property there. If you are still interested in buying property in this area, then I might have several good options for you.

I would like to discuss these options in a private meeting therefore, click on the link attached to book a time for a private meeting directly on my personal calendar [Link to Meeting tool].

Sincerely,

[Your Name]

[Title]