[Your Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

Hello [Prospect],

Please accept my apology for writing you this letter knowing that you are currently out of the town for attending a personal function. But as you once discussed with me about your interest in buying a property in [name] area I have good news for you regarding that discussion.

The interest rates for this area have dropped down to [number] percent. This is the lowest rate recorded till today. If you still find yourself interested in buying a property here, then this is golden opportunity for you.

If you would like to know further details about the matter contact me at [contact details] or 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]