Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

It has come to my attention that you have recently moved in this [name of the place] area. I would like to congratulate you for buying new property in this area. I am a real estate agent and I have my office in this [name of place] area too. Although it can be very challenging sometimes to find a professional realter that has the expertise to manage your property.

I would like to quote here the remarks of my previous client regarding his experience with me and my performance.

[Insert client testimonial]

If you find yourself impressed with the story of my client do let me know. I can assure you I can find you the best property in town and that too at a very reasonable price. Kindly click on the link attached to set up a private meeting with me. This link will take you to my personal calendar where you can choose a time and place according to your schedule.

Regards,  
Your name