Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

Hope you are doing fine. I am sure that while searching for a new home you would see a few options that you would be interested to visit. If due to any reason you have changed your mind about the type of house, you want there is nothing to worry about. All you need to do is to update your preferences on the website and it would show you the results that best match your selected criteria.

Additionally, if you would like to remove yourself from receiving the e-alerts kindly reply to this email and I can do that for you.

Regards,  
Your name