Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I am writing you this letter to give you an update on the task you gave to me of finding a house for you and your family. It has occurred to me that I should inquire about if you have a house in mind and you would like to visit the property personally. I can help you in arranging a private showing for you by dealing with the owner of the house.

All you have to do is coordinate the address of the property with me and I will take care of the rest. Contact me on the mentioned details: [contact details]. Apart from this I have few properties in mind that I would like to share with you. I will let you know after I get further details about them.

Regards,  
Your name