Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I am writing this email to you to be sure that the information I have been sending to you is correct and most importantly it is helping you in finding a house. I usually prefer that the dealings between the client and agent take place personally over a meeting or on phone. Sometimes the client changes his mind about certain requirements and forgets to tell the agent. Due to which agent is unable to find a perfect home for him. To avoid all these confusions, I would like to deal with you in person. If you cannot manage time for a private meeting, then give me a call at [phone number] or you can contact me at my private email address: (Email address)

Following are the two best resources mostly used by my clients for buying their home:

* [Resource -1]
* [Resource -2]

Do give me a call or email me on my private email address so that we can discuss the details about the house.

Regards,  
Your name