Date

Your Name

Title

Company Name

Subject: Finalize the location

To

Recipient Name

Title

Dear (Recipient’s Name)

It was a delight to meet you Mr. [Name]. We had an interesting discussion about the house that I showed you on [date]. You too had a very positive response towards the size of the house as the double bed room with attached washrooms and a lawn with the perfect view seemed to be perfect for you and your family and according to your supreme imagination.

I would like to hear from you regarding your decision about the house. Moreover, there are a few other properties that I would like to show you in case you would like to explore more options. Let me know of your decision and I would be more than happy to set up a meeting at your convenience.

Thanks again for stopping by!

Regards,  
[Your Name]