Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I am writing you this letter to know if you have any house in mind that you would like to visit soon. I am currently trying to find you a home according to your mentioned requirements but if you yourself have any property in mind that you would like to visit let me know. I can arrange a private meeting for you. This would help you in seeing the property with your own eyes as things are not quite as they appear in the pictures to be.

If you ever find such a property that you would like to visit personally do give me a call at: [contact details].

Regards,  
Your name