

September 30, 20XX

Ms. Miriam Lockhart

764 Crimson Avenue

Boston, MA 02136

Dear Ms. Lockhart:

We are pleased that you have chosen to list your home with Tech Terrace Real Estate. Our office has bought, sold, renovated, appraised, leased, and managed more homes in the Tech Terrace neighborhood than anyone and now we will be putting that experience to work for you.

Our goal is to sell your house quick for the best possible price.

The enclosed packet contains a competitive market analysis, complete listing data, a copy of the contracts, and a customized house brochure. Your home has been input into the MLS listing and an Internet ad is on our website. We will be contacting you soon to determine the best time for an open house.

We look forward to working with you to sell your home. Please do not hesitate to call if you have any questions.

Sincerely,

Steve Buckley