*(Confirmation Letter (or) email – edit the information within to suit and include in prelist kit)*

Appendix 4

Dear (name),

Thank you for speaking with me about your property.

As arranged, I will meet you at (time and date) and (venue) (OR “there” OR “at your house” OR “at ADDRESS”). I am sure that your plans and ideas for the future will progress with information that I have prepared for you.

Should you choose our company to represent you, what you tell us about your property, combined with our advanced marketing skills, will generate a positive outcome. On my visit it would therefore help me if you could assist with some information about your home, for example, its features and benefits and the length of time you have lived there. This background will be to your advantage when marketing the property.

We no longer hope for a good price in today’s marketplace: we construct a good price by emphasising the best features of your home. I have enclosed our ‘selling guide’ with some further information on our company for your perusal.

The selling guide has a list of questions with space for comments. So feel free to write down as much as you like. It’s impossible to provide too much information!

I look forward to our meeting and to sharing all our fresh ideas on selling your property.

Yours faithfully,

(your name)

Changing Places