

September 11, 2020

Jane and John Doe

12345 Imaginary Lane

Portland, OR 97224

Thank you for the opportunity to assist you in finding a property in the near future. I have worked hard to orchestrate a system that ensures you receive the highest level of service and professionalism possible. My objective is to earn your current and future business by creating an experience that exceeds your expectations and makes the process seem effortless.

With this in mind, you will find all of the following within this home-buying kit and organizer:

* A home buying book to guide you through the buying process
* An organized way to store documents in this folder
* A sample sales agreement and disclosures to look over before we write an offer on your future home
* Recommended lender and home inspector information and contact info

As always, feel free to contact me with any further questions you may have. Real estate is my expertise, and I am happy to guide you through the entire process. I look forward to our next scheduled meeting.

Sincerely,

Agent

Oregon Licensed Broker

Keller Williams Realty Portland Premiere

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