Dear;

I am working with one of your clients, and I’d like to introduce myself. My name is *(Your Name Here)*, a Loan Officer with *(Your Company Name Here)*, one of the top mortgage lenders in the United States.

I have the great privilege of assisting with the financing for *(Borrower Name Here)* on the property you have listed at *(Listing Address)*. Realizing that many people are involved in this transaction, I’d like you to be assured that I take the responsibilities and duties of this role very seriously. Everyone knows that “It begins and ends with the money!”

Please know that I am accessible to everyone involved by phone and/or email and am very prompt in returning calls and messages. I understand that all parties in a Real Estate transaction need to be kept in the loop, so please don’t ever hesitate to call me with questions.

I would love to meet you at some point in time during this transaction and would appreciate the opportunity to assist you with your Buyers in the future.

Sincerely,