«Company\_Name»  
«Company\_Address»  
«Company\_City», «Company\_State» «Company\_Zip»

«Date»

«Recipient»  
«Recipient\_Address»  
«City», «State» «Zip»

Dear «Recipient»,

My name is «Agent\_Name» and I am a real estate «Agent\_or\_Broker» with «Company\_Name». I’m writing you today regarding your property at «Property\_Address».

We provide property management services for «Property\_Type» properties. Our property management services include:

* accounting for all income and expenses produced by the property;
* contracting for services, repairs and maintenance on the property as authorized;
* advertising for prospective tenants;
* showing the property and qualifying tenants;
* negotiating and executing rental and lease agreements;
* responding in a timely manner to the needs of your tenants;
* evaluating rental and lease agreements periodically;
* servicing notices on tenants and filing unlawful detainer (UD) actions as needed; and
* performing regular periodic property inspections.

We will make your ownership of the property as seamless, stress free and profitable as possible.

I would love to sit down with you and discuss our services, answer any questions you may have, and provide you with a comparable market analysis on current market rents for your future rental practice.

Please contact me at your earliest convenience for an appointment to discuss how we can help you manage and market your property. I look forward to hearing from you soon.

Sincerely,

«Agent\_Name»  
«License»  
«Agent\_Phone»  
«Agent\_Email»  
«Agent\_Website»