

<contact first-name>,

It was good talking to you about your home in <contact city>. Hopefully our discussion was helpful to you in understanding your options for selling your home.

On a personal note, obviously, selling a home is a complicated, personal, and often emotion transaction. I deal with a lot of homes, and I can tell you that as difficult as it is, usually the people that are able to put aside their emotional connection with the home, end up making the best decisions the fastest.

Regards,
Phill Grove

[Notes: information in brackets <> is filled in by your mail-merge program. In some cases you may also want to add additional text to describe and personalize the message further. If you don't have time – just send this as-in]