

Dear <contact name>,

I just wanted to let you know we just received your Internet inquiry to sell your home here in the <agent area> area. My name is <agent name>, and I manage the <agent area> area affiliates for <agent website>.

..... We represent the premier house buying service for the <agent area> metropolitan area. ....

We are currently researching the information you supplied, and will contact you shortly to schedule an interview to review specific options and offers applicable to your home and situation.

Regards,  
<agent name>