Hi {Name}!

Hope you are well and that your 2021 is off to a positive start.

Please find attached:

\* Offer to purchase and contract for your listing at {XXXX Property}

\* Pre-approval letter from {Name}, with his cell phone included for any questions

\* Fully executed disclosures

I don’t envy the situation you and your sellers are in, trying to select the best offer! I wanted to share with you one thing that could make a difference during the process. My closing manager, {Name}, and I are committed to the following during the next few weeks:

\* Full communication, good news or bad!

\* Transparency with situations that we may encounter

\* Ability to assist when YOU are busy, with DocuSign or anything at all!

\* Dedication to meeting deadlines and getting across the lines early whenever possible.

Please reach out if there is anything at all you may need in this process and I look forward to a positive response!

Best,

Leigh