Hello Mr./Ms. [Family Name],

My name is [your name] with [real estate agency or brokerage name]. I would like to introduce you to your new neighbors at [street address].

[Buyers names] are moving to your neighborhood from [city, state]. They are excited about joining our community and starting a new life as your neighbors. Starting [month, date], please stop by and welcome them to our neighborhood.

If I can be of any assistance with your realty needs, then please do not hesitate to contact me.

Best Regards,

\*hand signature\*

[Headshot]  
[Full Name]  
[Brokerage]  
[Address]  
[Email/Phone]  
[Social Media Handles]

