Dear [Head of HR for the targeted company],

My name is [name] with [brokerage], and I have helped many individuals moving to the area for work find their perfect home. I would love to help [name of company] with its corporate relocation program and talk to you about your employee relocation needs.

Note – If you have an example of an employee you've helped from this company, use it here. For example: "I was so pleased to work with [employee name] from the [division name] division find their perfect home in [city/neighborhood], and I'd be honored to help others as well."

If you do not have this specific example, mention relocation assistance you provided to other companies, in general. For example, "In fact, a few years ago, I worked with [company name] when it opened a new branch in [city/neighborhood]. I helped more than [number] employees find homes in [list of neighborhoods]."

I would love to talk with you more about how I can help you make your employee transition a more seamless process. Call me at [phone number] or email me at [email address], and we'll set up a time to talk at your convenience.

Best Regards,

hand signature

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

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