

## SELLER LETTER

<<Date>>

<<Name>>

<<Address>>

<<City, State, Zip>>

Dear <<Name>>:

My name is <<your name>> and I am the Loan Officer for <<clients>>, the buyers for your home located at <<address>>. I wanted to touch base and let you know that the <<buyer's>> have completed their application with <<Mortgage Co.>> and I anticipate no problems with the agreed upon closing date of <<date>>.

If you are going to be purchasing a new home, I would like to offer you my services and will do everything to ensure you receive the finest service as well as the most competitive rates and fees available. <<Mortgage Company>> offers numerous loan programs *list things here that your company specializes in such as stated, arm, government, seconds or reverse mortgages.*

I have enclosed a coupon good for \$200 off closings costs for yourself or anyone you know that might need mortgage financing. Please feel free to contact my office at <<phone>> or my cell at <<cell>> should you have any further questions or concerns. I look forward to speaking with you.

Sincerely,

<<Your Name>>

Loan Officer

*"The Highest Compliment I can Receive is a Referral From a Friend."*