

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Promotional Letter – Commercial Property Broker

Dear _____ :

If you are trying to sell your commercial property, you may find that there is a lot of work and time involved. As a businessperson, with so much to do, we understand that your time is valuable. {Name of Broker} is here to assist you in selling your commercial property. As your broker we can arrange mortgages and secure finances on your property. We are also available to arrange venture capital, letters of credit, and trade finance. This is just some of the many services we have to offer regarding your property. Our staff is well-trained and determined to get you the best value for your property.

Call us to day to set up an appointment and discuss your property.

Sincerely,

N A M E