

Dear XListing AgentX,

We are so excited to be in contract with you. I have CCed my TC, Sarah Borthwick. Please make sure to include her in any future correspondence. Let me know if you have a TC to include in this transaction as well. I have also looped in the lender so that they have the full contract (attached). Please send over escrow information asap so that my buyers can send in the EMD. I will be scheduling inspections shortly. Let me know if there are any days or times that are most convenient for your sellers or if there are any times that the home will NOT be available for inspection. Thank you for your time and I look forward to a smooth transaction.