Hello Everyone,

My name is_____, and I am excited to be the _____realtor for this new contract. I will be in communication with you all throughout the process and can be reached at _____My email is_____and I check it frequently.

*_A copy of the contract is attached._

Below is the contact information of all parties for your reference:

_____

Property Address:

_____

Title Co:
Address:
Closer:
Processor:
Phone:
Email:

Loan Co:
Loan Officer:
Phone:
Email:

Listing Agent:
Phone:
Email:

Selling Agent:
Phone:
Email:

_____

Seller:

_____

Buyer:

Please, do not hesitate to let me know if you need anything from me. I am thankful for this opportunity to work with you.