

Sample Personal Notes

Notes to those you popped by

"It was great to see you today! Thank you for taking a little time with me to catch up on all of your exciting news—I am glad everything is going well for you and your family. Please don't hesitate to call if I can be of help and remember...I'm never too busy for your referrals! See you soon."

Notes to vendors you called

"I really enjoyed talking with you last week. It's always great to connect with other business owners who share a strong commitment to delivering excellent service. I plan to host a business mixer in the near future that can help all of us work together to grow our businesses. Will be in touch. Warmest regards,"

Notes to prospects and leads

Lead

"It was a real pleasure meeting you [talking with you] today. I am looking forward to the opportunity to assist you with all of your real estate needs! I will be in touch soon. Thank you."

Buyer Lead

"It was a real pleasure meeting you [talking with you] today. I am looking forward to the opportunity to help you find a wonderful home that meets the needs of you and your family! I will be in touch soon. Thank you."

Seller Lead

"It was a real pleasure meeting you [talking with you] today. I am looking forward to the opportunity to assist you with the sale of your home! I will be in touch soon. Thank you."

Notes to people you called

"It was wonderful talking with you today. I appreciate you keeping me in mind if you know of anyone who is interested in looking into the opportunities we have for buyers in this market! I hope [Billy] does well at his soccer tryouts! Please call if I can be of help in any way. I'll talk with you soon."

Notes to current clients

Current Seller (active listing)

"I just wanted to touch base with you to let you know I am doing my best to find a qualified buyer for your home. I will contact you each week with a market update and specific activity on your home. Thank you again for your business and please call with any questions or concerns. Have a great day."

Current Buyer Client (you're actively showing properties to)

"I wanted you to know that finding you just the right home is a high priority for me, and I appreciate your confidence in me. What a great time to buy! I will continue to send you daily updates. Oh, by the way...I'm never too busy for any of your referrals."