

«Recipient\_Name»  
«Recipient\_Address»  
«City», «State» «Zip»

Hello!

I wanted to send a quick note to first say thank you for being a valued client through the years. Our market is continuously changing, and my commitment to you is to ensure that you always have the most up-to-date information possible so that you know how those market changes can affect your property and bottom line interests.

We are currently updating our records and I would appreciate it if you would please give me a call at your earliest convenience so that I can update your contact information in our records. You have my promise to maintain your information with the utmost integrity and safety.

I can be reached at «Agent\_Phone» or via email at «Agent\_Email».

Thank you!

Warm regards,

«Agent\_Name»

«License»

«Agent\_Phone»

«Agent\_Email»

«Agent\_Website»