Dear [ ],

Thank you for your instructions to list [ ] for sale (**Property**). On behalf of the team at [ ], I am sure you will be pleased with the service we will extend to you.

I have enclosed the following documents for your records:

* your copy of the signed agency agreement; and
* the agreed marketing package and marketing calendar (**Campaign Plan**).

Please be assured that we will use every endeavour to achieve a sale for you in the near future. We will keep you up-to-date with the marketing of the property, provide you with feedback from prospective buyers and advise you immediately we have any interest.

**Marketing the Property**

As agreed by you in the Campaign Plan, we have partnered with Campaign Flow Pty Ltd (**Campaign Flow**) in order to ensure that we can maximise the effect of our marketing campaign for the Property. We are confident in our partnership with Campaign Flow to make sure that we get the best results for you. If you have any questions about Campaign Flow, please refer to the letter provided with the Campaign Plan.

**Where to from here?**

As we attend to the marketing of the Property, we will also make contact with the buyers who have expressed an interest in a property such as yours. When it comes time to show them through, we will always be in attendance and give you as much notice as possible.

Each week, you will receive from us a written report of the interest in your property – all the buyers we have met, inspections that have taken place, up-to-the minute numbers of how many viewed your property online, all the feedback and market movements to assist you to make a decision comfortably when the time comes.

Thank you again for the trust you have placed in [ ] and myself. If you have any questions during the marketing and sale, please contact me at anytime on [ ], in the office on [ ], or via email on [ ].

Yours sincerely,

**[sign off]**