

Sample Personal Notes

New Addition to Database

Dear Joan,

It was a pleasure meeting you today. I'm excited to include you in my Client Appreciation Program and I'm looking forward to building a great relationship.

It's a good life.

Cheryl

Thanks for the Referral

Dear Jody,

Thank you for your referral to Bob and Linda! You can be confident I'll take excellent care of them. Your trust and support are greatly appreciated.

All the best,

Jeff

Thinking of You

Dear Linda,

I was just thinking of you today & wanted to say, "Hello!" I hope all is well. I'm looking forward to talking with you soon.

I'll be in touch – It's a good life.

Tina

Thanks for Great Service

Dear Lois,

Thanks so much for the excellent service! It's obvious that you love what you do.

It's a good life.

Allison

Thank You, Buyer

Dear Bob,

Thank you for the opportunity to help you purchase your new home! I hope you are happy there for years to come. Please call if I can help in any way.

I'm here to serve you!

Gary

Note after Follow-Up Call

Dear Mason,

It was terrific talking with you this week. I'm so glad you enjoyed the information on remodeling! Please call if you have any questions or concerns.

It's a good life.

Sarah

Client Relationship

	<p><i>Dear Jody,</i></p> <p><i>Thank you for your referral to Bob and Linda! You can be confident I'll take excellent care of them. Your trust and support are greatly appreciated.</i></p> <p><i>All the best — Jeff</i></p>
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Personal Relationship

	<p><i>Dear Linda,</i></p> <p><i>I was just thinking of you today & wanted to say, "Hello!" I hope all is well. I'm looking forward to talking with you soon.</i></p> <p><i>I'll be in touch — It's a good life — Tina</i></p>
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Business-to-Business Relationship

	<p><i>Dear Lois,</i></p> <p><i>It was great meeting with you for lunch. I look forward to growing our businesses together. Let me know how I can help!</i></p> <p><i>It's a good life — Brian</i></p>
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People You Can Write Personal Notes To:

Broker
Spouse
Salesperson
House cleaner
Assistant
Partner
Another agent
Dentist
Dry cleaner
Lender
Doctor's office
Attorney
Manicurist
Hairdresser
Waitress
CPA
Family members
Landscaper
Transaction coordinator
Anyone in your database
Dog groomer
Mechanic
Anyone you appreciate
Someone you'd like to meet