

**Your Company Name**

Your Name

Address

City, State Zip

Phone: 999-999-9999 Fax: 999-999-9999

Email: username@domain.com

«Name»

«Address»

«City», «State» «Zip»

Dear «Title» «LastName»:

«FirstName», Happy New Year! and Thank You! for your business this past year.

I just want to remind you that I am here to serve any of your real estate needs and I welcome the opportunity to work with you again. In the meanwhile, I want to wish you a healthy and prosperous New Year.

Sincerely,