

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Welcome to [Agency Name]! We are honored that you have chosen us to guide you through the exciting journey of purchasing your very first home.

Buying your first home is a major milestone, and our goal is to make the process as smooth and transparent as possible. As your dedicated agency, we will help you navigate everything from understanding mortgage pre-approvals and touring potential properties to negotiating offers and managing the closing process.

To get started, we have attached a "First-Time Homebuyer Guide" to this letter. This resource outlines the typical timeline and the documents you will need to gather.

Your primary point of contact will be [Agent Name], who can be reached directly at [Phone Number] or [Email Address]. Please do not hesitate to reach out with any questions, no matter how small they may seem.

We look forward to helping you find the perfect place to call home.

Sincerely,

[Your Name/Signature]

[Your Title]

[Agency Name]