

[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 journey of purchasing your very first home.

Buying your first home is a significant milestone, and our goal is to make the process as smooth and stress-free as possible. As your dedicated agency, we will be with you every step of the way- from searching for the perfect neighborhood to navigating financing and closing the deal.

To get started, we have attached a "First-Time Homebuyer Guide" which outlines the typical timeline and documents you will need. We would also like to schedule a kickoff call to discuss your specific needs, budget, and must-have features.

If you have any questions in the meantime, please feel free to contact your primary agent, [Agent Name], at [Agent Phone Number] or [Agent Email Address].

We look forward to helping you find the keys to your new home!

Best regards,

[Your Name]
[Your Title]
[Agency Name]