Ms. Francis Smith

Smith Estates

921 Washington Blvd.

Dallas, TX 75245

Dear Ms. Smith,

The brokers and associates of Burke Properties are a well-balanced team of seasoned professionals who offer our clients a unique blend of specialties in the various markets within the area. This diversity allows us to address all of your real estate needs with the confidence and professionalism you deserve. If you have any questions, please call Peg Miller at 555-4321.

Attend open houses with you

Present your offer to the sellers and negotiate counter offers, as needed

Guide you through closing and help you settle in to your new home

We realize that quality service is the key to our business, and strive to earn your respect. If you choose Burke Properties as your real estate partner, we promise to

Get you the best price

Study the property so that there are no surprises before or after closing

# Provide an unemotional third-party view

Offer financing options and legal representation

Thank you for inquiring about a Burke listing. The goal of Burke Properties, Inc. is to provide the best customized service to our clients. Please consider the following points, and see what we can do for you:

Sincerely,

Jenny Smith