**${companyName}**

**${companyAddress1}**

**${companyAddress2}**

**${companyAddressCSZ}**

**PHONE: ${companyPhone}**

**FAX: ${companyFax}**

                                                                ${Date-Today-Numbers}

${SellingAgentFullName}

${SellingBroker}

${SellingBrokerAddress}

${SellingBrokerCSZ}

RE: ${PropertyAddress}, ${PropertyCity}, ${StateName} ${PropertyZip}

        ${FileNumber}

Dear ${SellingAgentFullName}:

                                                                                    Sincerely,

                                                                                     ${companyName}

                                                                                     ${UserName}