

CLIENT RELATIONSHIPS

Dear Ann,

Thank you for your recent referral. You can be sure that I will take excellent care of them. Your support is greatly appreciated.

Many thanks,
John

PERSONAL RELATIONSHIPS

Dear Mark,

I was just thinking of you today and wanted to reach out and say, "Hi!" I hope you're doing well. I look forward to talking to you soon.

Best regards,
Susan

BUSINESS TO BUSINESS

Dear Teri,

I enjoyed our lunch meeting today. I look forward to prospering our businesses together. Let me know how I can support you.

Wishing you the best,
Elizabeth

SAMPLE PERSONAL NOTES

- Broker
- Salesperson
- Assistant
- Partner
- Another Agent
- Dentist
- Doctor
- Dry cleaner
- Lender
- Lawyer
- Manicurist
- Hairdresser
- Server
- Accountant
- Family members
- Landscaper
- Transaction Coordinator
- Anyone in your database
- Dog groomer
- Mechanic
- Anyone you appreciate

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