

Hello *(Name)*,

I recently had the pleasure of speaking with a mutual friend we share, *(friend's full name)*. *(Friend's first name)* is a big fan of yours because *(fill in specific information you've gotten from your questioning)* and she admires you a great deal.

(Friend's first name) also told me that you are thinking about moving to a larger more spacious home. My service is designed to help great friends like *(Friend's first name)* make sure they avoid mistakes when they need to move.

I told *(Friend's first name)* I would give you a call and introduce myself, but I thought you might want to give her a call first to see what she has to say about the value of my help.

In a few days I will contact you by phone to see if there is any way that I can help you. Please know that because you're a *(colleague / friend / family member)* of *(Friend's first name)'s*, I will respect your time and wishes.

I look forward to talking to you on the phone.

Kind regards,
(Your Name)

