

# Sales Letter

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November 6, 2008

NAME  
COMPANY  
ADDRESS  
CITY, STATE, ZIP

Dear NAME:

Imagine the problems it would cause if a document retrieval company sent you inaccurate real estate records or failed to send information when promised. This kind of incompetent, unreliable service could cause your business to lose precious time, a lot of money, and its reputation.

**You will not have these worries with Precise Title Abstractors and Examiners Inc.**

Precise Title Abstractors and Examiners Inc. is committed to meeting your document and information retrieval needs for residential properties. Our goal is to ensure that our customers receive quality information, fast delivery, and superior customer service at affordable rates. We provide individualized attention and specialized service every time our customers call upon us.

**Our driving force is to deliver accurate documents and information 100% of the time.**

What are your document and information retrieval needs?

- Current Owner Search
- Two Owner Search
- Full Search
- Property Reports (e.g., deeds, property tax information and current assessed values)
- Deed Reports
- Document Retrieval
- Lien Search
- Bankruptcy and Foreclosure Reports

Our search and research teams are experts at gathering accurate information from various counties across the United States. As a collective, they have over 17 years of experience with order entry, title processing, data research, and title examining. They also work with an experienced, skilled, and dependable network of title abstractors and examiners located throughout the country.

**We know that fast delivery of documents is essential to your ability to serve your clients.**

Because our search and research teams are experienced, skilled, and efficient, we can deliver your products within 4 – 72 hours of your request, no matter what time it is received. Of course, turn-around time depends on the type of information requested. For instance, requests for

*Katherine Williams - Writing Portfolio*

*A sales letter written for a title search company (a new business). Identifying information has been changed.*

documents can be processed and delivered within 4 hours. Current ownership information can be processed and delivered within 24 – 48 hours. However, on rare occasions unforeseen circumstances arise that affect turn-around time. In these cases, we will notify you immediately, provide an explanation of the problem, request additional information (if needed), and provide a new ETA.

**Meeting your needs is our number one priority.**

We know your top priority is to successfully meet the needs of your clients. This is why our first priority is to provide you with professional and reliable service. Our office is fully staffed with experienced professionals. So you can rest assured that when you call us with a question or concern you will not receive voicemail. One of our title service specialists will take your call and help you with your request.

To ensure that you are fully informed about the status of your order, we offer a Daily Progress Report at the end of each business day. This report includes the status of each order, the due date for each order, and comments regarding each order as needed.

**Please contact us to receive more information about our services or to place an order.**

We are ready to provide you with first-rate document and information retrieval services. If you would like to place an order, please call us at 1-800-555-2134, e-mail your request to [orders@precise.biz](mailto:orders@precise.biz), or fax your request to 1-800-555-1686.

Should you need additional information about our services, we can be reached at 1-800-555-2182 or [info@precise.biz](mailto:info@precise.biz).

We look forward to meeting your real estate information needs.

Sincerely,

Nolan Larson  
President  
Precise Title Abstractors and Examiners Inc.

P. S. To learn more about our document and information retrieval services including fees and special offers, please call us at 1-800-555-2182.