

Requesting a LuxeIntroduction[™] Letter

As a member of Luxury Portfolio International,® every agent receives 25 complimentary LuxeIntroduction endorsement letters from Luxury Portfolio's President that can be sent to their top clients each year. Any additional LuxeIntroduction endorsement letters requested by ond the complimentary 25 will be \$1.00 USD per letter.

Choose from these three letter types:

- Considering Listing
- · Recently Listed
- · Potential Buyer

Choose from two delivery options:

- Email
- Standard Mail (USPS)

Letters and emails requested will be sent out to your client within 1 business day. The email version is encouraged for non-U.S. addresses.

Your LuxeIntroduction letter will be sent in English, unless otherwise noted. If you would like it prepared in another language, you may request one of the following:

- Chinese (Traditional)
- French (France)
- German
- Italian
- Japanese
- Korean
- Portuguese (Portugal)
- Russian
- Spanish (Spain)

View letter samples:

- Considering/Recently Listed
- Potential Buyer
- Translated Samples (non-English languages)

Continue for a step-by-step guide of the request process.

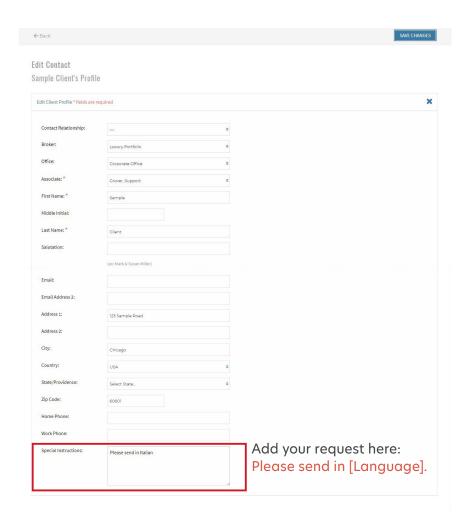


STEP 1: CREATE YOUR CONTACT

- Log into LuxeXchange at xchange.luxuryportfolio.com
- Go to "Contacts" underneath maintnence on the left side
- Scroll down and click on "Add New Contact"

Add Special Instructions (requesting a language or other)

- If you plan to send a LuxeIntroduction to this specific contact and you would like the letter prepared in another language, other than English, you should add that information in the section called "Special Instructions for LuxeIntroductions."
- If you require the letter include a second agent's name or a team name, please indicate that information here as well.





STEP 2: REQUEST THE LETTER BE SENT

- Find the customer name in your "Contacts" section and click on it
- Navigate to the "Luxe Introduction" section and find the letter type you would like to send, either "Considering Listing," "Recently Listed" or "Buyer Letter."

 • Click corresponding button based on your delivery preference, either "Mail Letter" or "Email Letter"
- Once your selction has been made for the contact, the buttons will turn gray, indicating that your request has been submitted and will be processed and sent by Luxury Portfolio

Letters and emails requested will be sent out within 1 business day.

