



## 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 beyond 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](https://xchange.luxuryportfolio.com)
- Go to "Contacts" underneath maintenance 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.

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[SAVE CHANGES](#)

Edit Contact  
Sample Client's Profile

Edit Client Profile \* fields are required

Contact Relationship:

...

Broker:

Luxury Portfolio

Office:

Corporate Office

Associate: \*

Grover; Support

First Name: \*

Sample

Middle Initial:

Last Name: \*

Client

Salutation:

(ex: Mark & Susan Miller)

Email:

Email Address 2:

Address 1:

123 Sample Road

Address 2:

City:

Chicago

Country:

USA

State/Providence:

Select State...

Zip Code:

60601

Home Phone:

Work Phone:

Special Instructions:

Please send in Italian

Add your request here:  
Please send in [Language].

## 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 selection 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.

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Delete Contact
EDIT CONTACT

### View Contact

Sample Client's Profile

Contact Details

**Sample Client**  
123 Sample Road  
Chicago, 60601  
USA

Create Account: [Create Account](#)  
Type: ---  
Last Communication: None Yet

My Luxury Portfolio

LuxeTrends®

LuxeAnalytics

LuxeIntroduction Letters

Register your seller (who is "Considering Listing" or has "Recently Listed") or a potential buyer to receive a free welcome letter from Luxury Portfolio International and we will mail it to your client on your behalf. Note: LuxeIntroduction Letters are intended for current and best customers only and are limited to 25 letters per agent per year.  
You have used 0 of 25 this year.

	Sample	Mail	Email
Considering Listing Letter	<a href="#">View</a>	<a href="#">Send</a>	<a href="#">Send</a>
Recently Listed Letter	<a href="#">View</a>	<a href="#">Send</a>	<a href="#">Send</a>
Buyer Letter	<a href="#">View</a>	<a href="#">Send</a>	<a href="#">Send</a>

Note: Non US and Canadian addresses encouraged to select the email option due to timing of letters.

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