

## ● STOCK LETTER LIBRARY DESCRIPTIONS



### EZ Coordinator's Stock Letter Library

EZ Coordinator™ comes programmed with 40 professionally-written letters. Use these letters to communicate with buyers, sellers, and affiliates. Several letters are designed for use by coordinators, and the remaining letters are designed for use by agents. Each of the letters can be merged and saved in Adobe (.pdf) and Microsoft Word\* (.doc) formats. All letters can also be printed, faxed (with fax software — not included), or merged into the message body of an outgoing e-mail using Microsoft Outlook\*.

The powerful "Custom Forms" mail merge function in EZ Coordinator saves time merging and sending letters to multiple participants in the real estate transaction. It allows users to merge data from contacts, affiliates, and real estate transactions into any of the 40 professionally-written letters. Users can edit and personalize the stock letter library, or create their own custom merged letters, adding to the already robust letter library.

For a description of each of the letters in the stock letter library, visit our web site at [www.ezcoordinator.com/letters.html](http://www.ezcoordinator.com/letters.html).

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### Sample Letter

