

LETTER EXAMPLE

Dear Mr and Mss Jones,

We read your listing and we are interested in exchanging homes with you. Our Homelink identification number is We are primarily interested in exchanging for the period of (dag/maand-dag/maand), although we would consider other proposals.

Please allow us to tell you a little about ourselves:

Our home : We are proud to say that our home is very nice. It has four bedrooms, a bathroom, a livingroom with fireplace, a kitchen and a separate laundry with washer and dryer. Our garden is large and sunny, and there is a garage. The house is equipped with central heating, colour-TV (on cable with satellite programs), and a hi-fi set. Our neighbourhood is very peaceful, with kind and friendly neighbours. Shops are nearby.

The location : we live in , only ten kilometres from the city of Its zoo, museum etc. will interest almost everyone. You will find some information enclosed. We live only 15 kilometres from beautiful sandy beaches.

Our family : Our family consists of four persons : my wife Diane (38 years), myself Roger (41 years) and our two children : Dennis and Sylvie, 12 and 10 years old. Diane is a teacher and I am a journalist. We like having nice things ourselves and therefore we know how to take care of them. We are considerate people and we will do whatever we can to make sure that your home and belongings are left in the same condition as we found them. We are non-smokers.

Other information : we have a home-exchange insurance for possible damage. We are willing to exchange our 2000 Peugeot 306. Also, we would like to take care of your pets. We have a cat named Kitty....

If you are interested in our offer, we would love to receive a letter, with pictures of your family and your home if possible. We can be contacted by phone, fax or e-mail. May we ask you to express any possible interest in this proposal by 2 weeks after which we will assume our exchange offer does not fit in with your plans.

Looking forward to hearing from you !

Yours truly,

Roger en Diane Janssens
(volledig adres, tel., fax, e-mail)