

**Your Company Name**

Your Name

Address

City, State Zip

Phone: 999-999-9999 Fax: 999-999-9999

Email: username@domain.com

«Name»

«Address»

«City», «State» «Zip»

Dear «Title» «LastName»:

«FirstName», just a note to say "thanks" for allowing me to represent you on the purchase of your home. I'm sure you will enjoy your new home for years to come. It was a pleasure working for you and I certainly value your business.

If I can ever be of service to you in the future, or perhaps you know someone needing real estate assistance, I would appreciate your referral or recommendation.

Thanks again and I wish you the very best in the future.

Sincerely,