

**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», I just wanted to say "thanks" for allowing me to represent you on the sale of your home. Your loyalty and trust is greatly appreciated. I will to work hard to ensure that your home is sold.

If you have any questions at all, please don't hesitate to call me.

Sincerely,