

## **Thank You Letter to the Seller of Your Home**

**This package contains:**

1. Instructions & Checklist for Writing a Thank You Letter to the Seller of Your Home
2. Thank You Letter to the Seller of Your Home

## Instructions & Checklist for Thank You Letter to the Seller of Your Home

- This package contains: (1) Instructions & Checklist for a Thank You Letter to the Seller of Your Home; and (2) Thank You Letter to the Seller of Your Home
  
- This form is designed to assist you in drafting a letter to the seller of your home to thank them for working with you to reach a successful outcome.
  
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
  
- Be sure to sign the letter and to make a copy before sending it out.
  
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
  
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
  
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

August 22, 2009

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

The date has finally arrived – we moved into our lovely new home today, and amid all the excitement and activity, I wanted to take a few minutes to write and thank you for your help and cooperation in these last hectic weeks. I am sure the whole process of tying all those loose ends would have been much more time-consuming and difficult without your rapid response to our numerous calls whenever we needed information.

Thank you also for your suggestion that we call you once we have settled in, if we have questions that may come up about the neighborhood parks, best places to shop, etc. We will certainly take you up on this if there is a need; we have also been offered help by the next-door neighbors, who dropped by to greet us when they saw us unloading our truck.

We ‘re already enjoying the house, even with all the boxes still unpacked -- and look forward to becoming part of this lively community.

Thank you again for making the whole experience of buying our new home go so smoothly.

Sincerely,

[Your Name]  
[Title if any or delete if none]