

*Date*

*Name*

*Address*

*City, State, Zip*

RE: *(Property Address)*

Dear *(Customer)*:

Congratulations on your recent *(purchase/sale)*. We sincerely hope the entire process was handled to your complete satisfaction.

For most people, the *(buying/selling)* of real estate is one of life's most important events. We hope that you are pleased with your *(purchase/sale)* and that it will meet with your objectives.

Our service goes beyond the closing and really never ends. We would like you to look upon us as your real estate company, and call upon us for advice concerning all real estate matters. If you have any questions about the services we have provided, please let me know.

Best regards,

*(Insert Contact Name)*