

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Congratulations on New House

Dear :

Congratulations on purchasing your new home. It is a pinnacle in one's life when they become a homeowner. This is quite an accomplishment. I hope that your new home brings you years of joyous memories.

Once again congratulations.

Sincerely,

N A M E