

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

**This package contains:**

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

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

- ☐ This package contains: (1) Instructions & Checklist for a Thank You Letter to the Buyer of Your Home; and (2) Thank You Letter to the Buyer of Your Home.
- ☐ This form is designed to assist you in drafting a letter to the buyer of your home to thank them for working with you to reach a successful outcome, and to wish them happiness in their new home.
- ☐ 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]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

Congratulations on officially becoming the owner of your new home. I hope your plans for moving in are going smoothly and that you will soon be enjoying the comforts of the home that our family dearly loved for so many years.

I want to thank you very much for your understanding and cooperation throughout the entire time we worked together on getting the sale done. You really helped make the process go smoothly. Selling one's home is often difficult for people who've lived in that house for years and raised a family there, but as you know, it was especially hard for me because my husband had died such a short time before, and I was forced to take care of all the details myself.

I hope you enjoy your life in your new home as much as we enjoyed our time in it.

Best wishes,

[Your Name]