Date

Name
Address
City, State, Zip

Dear [NAME],

I wanted to take a moment to thank you again for being such a wonderful client. As a [REALTOR®/AGENT/BROKER], I work with many clients in many different capacities-but I want you to know that from both a professional and personal standpoint, it was truly a pleasure to serve you!

I have enjoyed this experience so much-from getting to know you, to helping you throughout the course of the buying process, to completing the sale. It has truly been an honor and a joy to work with you.

Thank you again for your business, and I hope that you and your family enjoy many wonderful memories in your new home.

Should you need anything else, please know that I am always here for you! Call me at any time at [PHONE].

I would also appreciate the opportunity to work with any of your family, friends and associates who may be looking for a home in the future. Please let them know I am here to help.

Sincerely,

[NAME]

[TITLE]