Date  
  
  
  
Name  
Address  
City, State, Zip  
  
Dear [NAME],

I just wanted to take a moment to congratulate you again on the contract for the sale of your home! We'll be heading toward closing in the next few weeks, and this is a very exciting time!

It's time now to begin preparing for your move, and as a special courtesy, I'm including some helpful moving tips with this letter. I hope that you find these ideas useful!

Congratulations once again, and I wish you the best of luck with your moving process! As always, please feel free to contact me at [PHONE] if you have any questions!

Sincerely,

[NAME]

[TITLE]