Date

Name
Address
City, State, Zip

Dear [NAME],

Congratulations on the contract for the sale of your home! We are now entering the post contract phase of the process. We're so close to having everything completely finalized, but we just have a few more things we need to complete. Not to worry, I'll be with you every step of the way.

Some of the final steps we'll have to take include inspections, an appraisal, and the closing. Enclosed is a form that explains in more detail every step we have to take from here, what each one entails, and the dates by which everything needs to be completed as it is a time sensitive process.

As always, should you have any questions, please don't hesitate to reach me at [PHONE]. I appreciate your business and the opportunity to help you with your real estate needs.

Sincerely,

[NAME]

[TITLE]