Date

Name
Address
City, State, Zip

Dear [NAME],

I wanted to take a moment to let you know what a pleasure it has been to work with you.

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 am so glad that together, we were able to meet your needs and to provide you with the services that were best for you. I value and appreciate your loyalty as a customer and am very grateful to have had the opportunity to serve as your [REALTOR®/AGENT/BROKER].

Thank you again for your business-and I wish you the best of luck in your future endeavors. Should you need anything else, please know that I am always here for you!

Sincerely,

[NAME]

[TITLE]