Date

Name
Address
City, State, Zip

Dear [NAME],

Please allow me to take a moment and thank you for choosing me as your [REALTOR®/AGENT/BROKER]. I truly enjoy serving all my clients, but it's particularly rewarding to assist a terrific person such as yourself in achieving your desired results.

I'll periodically check in to make sure everything continues to go well for you, and I hope you'll feel free to give me a call at [PHONE] or contact me at [EMAIL] if there's anything else I can do.

I genuinely appreciate your business, and look forward to working with you again in the future. Should any of your family, friends' or acquaintances require the assistance of a [REALTOR®/AGENT/BROKER], feel free to send them my way. You can also direct them to my Web site at www.EntourageRealtors.com, where they can learn more about the range of services I provide.

Once more, thanks for choosing me as your [REALTOR®/AGENT/BROKER], and best wishes in all your future endeavors.

Sincerely,

[NAME]

[TITLE]