Date

Name
Address
City, State, Zip

Dear [NAME],

Just a quick note to say “Thank You” for your kind hospitality. The [INSERT HOSPITALITY SHOWN] was truly appreciated.

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 is truly a pleasure to serve you!

Thank you again for your generosity!

Sincerely,

[NAME]

[TITLE]