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

I would like to personally thank you for the compliment you paid me for my services. I was sincerely touched by your kind words.

I want to thank you for allowing me to serve you in the [SALE OF/PURCHASE OF] your home.

Sincerely,

[NAME]

[TITLE]