

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Congratulations on Your New Property!

Dear [Recipient Name],

Congratulations on the official closing of your property located at: **[Property Address]**.

It is with great pleasure that we hand over the keys to your new home. This marks the beginning of an exciting new chapter, and we are honored to have been part of your journey.

Enclosed with this letter, you will find:

- Front door keys
- Back door/Garage keys
- Mailbox keys
- [List any other items like gate remotes or alarm codes]

If you have any questions regarding the property or need assistance as you settle in, please do not hesitate to reach out to us at [Phone Number] or [Email Address].

We wish you many years of happiness and wonderful memories in your new home.

Best regards,

[Your Name/Signature]

[Your Company Name]

[Your Contact Information]