

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Congratulations! I am thrilled to officially celebrate the successful closing of your property located at [Property Address].

It has been a sincere pleasure working with you throughout this journey. Reaching this milestone is a significant achievement, and I am honored to have played a part in helping you reach your real estate goals. Whether you are moving into a new home or starting a new chapter after a sale, I wish you nothing but the very best.

Enclosed, please find [mention any enclosed items, such as a closing gift, keys, or final documents].

While the transaction is complete, please know that I am still here for you. If you have any questions as you settle in, or if you need recommendations for local services, do not hesitate to reach out.

Thank you for placing your trust in me. I look forward to staying in touch.

Warmest congratulations,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]