

[Your Name]
[Your Company]
[Address]
[City, State, Zip Code]
[Date]

[Seller Name]
[Seller Address]
[City, State, Zip Code]

Dear [Seller Name],

Congratulations on the successful closing of [Project/Property/Business Name].

I want to personally thank you for your patience and cooperation throughout this process. We recognize that this was a complex transaction involving many moving parts, including [mention specific challenges like regulatory hurdles, financial restructuring, or lengthy negotiations]. Your professionalism and commitment to reaching a solution were instrumental in overcoming these obstacles.

It has been a privilege working with you to bring this deal to a close. We are confident that the outcome is a positive one for all parties involved, and we appreciate the trust you placed in us to navigate these complexities.

Enclosed you will find [mention any final documents, checks, or reports]. Please let us know if you have any remaining questions regarding the final paperwork.

We wish you the very best in your future endeavors and look forward to the possibility of working together again.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]