

[Date]

[Seller Name]

[Seller Address]

[City, State, Zip Code]

Dear [Seller Name],

On behalf of [Company Name], I would like to personally thank you for choosing us to manage your estate sale. It has been a privilege to work with you and your family during this transition.

We are pleased to inform you that the sale was a success. Enclosed with this letter, you will find the following documents:

- A final closing statement summarizing all sales.
- A detailed list of items sold.
- Your final proceeds check in the amount of \$[Amount].
- [Optional: Keys, documents, or remaining item receipts].

We understand that settling an estate can be an emotional and complex process. Our goal was to make this experience as stress-free as possible, and we appreciate the trust you placed in our team to handle your belongings with care and respect.

If you have any questions regarding the final statement or if there is anything else we can assist you with, please do not hesitate to contact me directly at [Phone Number].

We wish you the very best in your next chapter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]