

Date: [Date]

To: [Buyer Name(s)]

Property Address: [Full Property Address]

Dear [Buyer Name(s)],

Congratulations on the successful closing of your new home. As of today, [Date], I am officially transferring possession of the property to you.

Please find the following items enclosed/provided:

- [Number] sets of front door keys
- [Number] sets of back/side door keys
- Garage door openers ([Number] units)
- Mailbox keys
- Gate or common area fobs (if applicable)
- Alarm system codes and instruction manuals

All utility companies have been notified of the final reading dates. Please ensure that services have been transferred into your name to avoid any interruption in service.

I wish you the very best in your new home.

Sincerely,

[Seller Signature]

[Seller Printed Name]

[Seller Forwarding Phone Number]

Acknowledgment of Receipt:

I/We, the Buyer(s), hereby acknowledge receipt of the keys and possession of the property listed above.

Received by: _____ Date: _____