

Date: [Insert Date]

To: [Buyer Name(s)]

Property Address: [Insert Full Property Address]

Dear [Buyer Name(s)],

Congratulations on the successful closing of your new home! As of [Insert Time] today, [Date], legal possession of the property has been officially transferred to you.

Please find the following items included with this transfer:

- [Number] sets of house keys
- Garage door openers ([Number] units)
- Mailbox keys
- Security system codes and manuals
- Gate or common area fobs (if applicable)
- Instruction manuals for major appliances

The keys have been left [indicate location, e.g., in the lockbox / on the kitchen counter / with the building concierge].

Regarding utilities, please ensure that all accounts (electricity, water, gas, and trash) have been transferred into your name effective as of the closing date to avoid any service interruptions.

It has been a pleasure working with you throughout this transaction. We wish you the very best in your new home.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]