

[Date]

[Client Name]

[Client Mailing Address]

[City, State, Zip Code]

Dear [Client Name],

Congratulations on the purchase of your new property located at [Property Address]! It was a pleasure assisting you with this out-of-state transaction.

I understand that buying a property from a distance requires a high level of trust and coordination. I truly appreciate the confidence you placed in me to represent your interests here in [State Name]. I am glad we were able to navigate the process smoothly and close on schedule.

Enclosed, please find [mention any documents, keys, or gift items being sent].

Please remember that I am still here to help as you transition into your new property. Whether you need recommendations for local contractors, property managers, or utility providers, do not hesitate to reach out.

Thank you again for choosing me as your real estate partner. I wish you the very best with your new investment.

Sincerely,

[Your Name]

[Your Company/Agency]

[Your Phone Number]

[Your Email Address]