

[Date]

[Buyer Name]
[Unit Number] - [Townhouse Complex Name]
[Street Address]
[City, State, Zip Code]

Dear [Buyer Name],

Congratulations on the purchase of your new townhouse!

Thank you for choosing [Company Name/Developer Name]. We are honored that you selected our community as your new home. We take great pride in our craftsmanship and are confident that you will enjoy the comfort and convenience of your new residence.

Enclosed with this letter, you will find [mention any enclosures, e.g., keys, warranty documents, or community guides]. If you have any questions regarding your property or community guidelines, please do not hesitate to contact our office at [Phone Number] or via email at [Email Address].

We wish you many years of happiness and wonderful memories in your new home.

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]