

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

I would like to personally thank you for choosing [Your Company Name] to represent you in the sale of the property located at [Property Address]. It has been a pleasure working with you throughout this transaction.

We are pleased that we were able to finalize the sale at a closing price of [Sale Price] on [Closing Date]. We hope that the professional service we provided met your expectations and helped achieve your commercial real estate goals.

Our commitment to our clients does not end at the closing table. Please do not hesitate to contact us if you have any questions regarding the final documents or if you require assistance with future real estate investments, leasing, or property management needs.

We value your business and look forward to the possibility of working together again in the future.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]