

[Date]

[Buyer Name]

[Unit Number, Condominium Name]

[Street Address]

[City, State, Zip Code]

Dear [Buyer Name],

Congratulations on the purchase of your new condominium! It was a pleasure working with you throughout this process, and I am thrilled that you have officially closed on [Unit Number] at [Condominium Name].

I want to sincerely thank you for choosing me to represent you. My goal is always to ensure a smooth transition, and I appreciate the trust you placed in me to handle such a significant investment.

Enclosed you will find [List any documents, keys, or gift items included]. Please feel free to reach out if you have any remaining questions regarding the building policies, amenities, or local neighborhood information.

I wish you many years of happiness in your new home. If you or anyone you know requires real estate services in the future, please do not hesitate to contact me.

Best regards,

[Your Name]

[Your Title/Company Name]

[Your Phone Number]

[Your Email Address]