

[Your Name]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Thank you for choosing me to represent you in the sale of your investment property located at [Property Address]. It was a pleasure working with you to achieve a successful closing.

I appreciate the trust you placed in my services to handle your real estate portfolio needs. My goal is always to ensure a smooth transition and to maximize the value of your investment, and I am pleased that we reached this milestone together.

If you have any questions regarding the final paperwork, or if you are looking to acquire or sell additional properties in the future, please do not hesitate to reach out. I would be honored to assist you again.

I wish you the very best with your future investments.

Sincerely,

[Your Signature]

[Your Printed Name]