

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

I am writing to sincerely thank you for choosing me to represent you in the sale of your property at [Property Address]. It is a privilege to be entrusted with this important transition.

My goal is to ensure a smooth, professional, and successful closing. I am already hard at work on the next steps and will keep you updated throughout every stage of the process.

If you have any questions or concerns in the meantime, please do not hesitate to reach out to me directly at [Phone Number] or [Email Address].

Thank you again for your trust and your business. I look forward to working together.

Best regards,

[Your Name]

[Your Company Name]

[Your License Number - Optional]