

[Date]

[Buyer Name(s)]

[Property Address]

[City, State, Zip Code]

Dear [Buyer Name(s)],

Congratulations on purchasing your very first home! It has been an honor to assist you during this exciting milestone. Owning a home is a significant achievement, and I am thrilled to see you settle into [Property Address].

Enclosed you will find a list of local utility contacts and some information about your new neighborhood to help you get started. I have also included a copy of your closing documents for your permanent records.

Though the keys have been handed over, please know that I am still here for you. If you have any questions about your home, need recommendations for local contractors, or simply want to know the best spots in town, feel free to reach out anytime.

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

Best regards,

[Your Name]

[Your Company]

[Your Phone Number]

[Your Email Address]