

[Your Name]
[Your Company Name]
[Your Phone Number]
[Your Email]

[Date]

[Client Name]
[Client Address]

Dear [Client Name],

Congratulations on the completion of your new home! It has been a pleasure working with you throughout the construction process, and I am thrilled to officially hand over the keys to [Property Address].

My goal is always to provide a seamless and professional building experience. If you are happy with your new home and the service you received, I would greatly appreciate it if you would recommend me to your friends, family, or colleagues who may be looking to build or renovate in the future.

Referrals are the highest compliment I can receive, and I promise to provide any contacts you share with the same level of care and dedication.

Thank you for choosing [Your Company Name]. I wish you many years of happiness in your new home.

Best regards,

[Your Signature]

[Your Printed Name]