

Date: [Date]

To: [Real Estate Agent Name]

[Agency Name]

[Address]

Dear [Agent Name],

I am writing to express my sincere gratitude for your assistance in helping us purchase our new vacation home in [Location/Development Name].

Finding a second home can be a daunting process, but your knowledge of the local market and your understanding of what we were looking for in a getaway property made the experience enjoyable. We especially appreciated your [mention a specific skill, e.g., prompt communication, negotiation skills, or patience during tours].

We are already looking forward to spending time at the new property and making memories with our family and friends. We would not hesitate to recommend your services to anyone looking to buy or sell a home in the area.

Thank you again for helping us find our perfect retreat.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email]