

[Date]

[Transferee Name]

[Relocation Company Name]

[Address]

[City, State, Zip]

Subject: SALE CONFIRMATION: [Property Address]

Dear [Transferee Name/Contact Person],

We are pleased to formally announce that the luxury residence located at [Property Address] has successfully closed. It has been a privilege to represent this premier asset throughout the corporate relocation process.

The transaction details are as follows:

- Final Sale Price: \$[Amount]
- Closing Date: [Date]
- Purchaser: [Name/Entity]

All relocation equity requirements, inspections, and final walk-throughs have been completed in accordance with [Relocation Company Name]'s corporate protocols. We have coordinated the transfer of all keys, security codes, and property manuals to the new owners.

Enclosed/Attached you will find the final closing statement and all relevant documentation required for your records. We have ensured that the transition was seamless to uphold the executive standards expected for this relocation assignment.

Thank you for your trust in our luxury real estate services. We look forward to assisting [Company Name] with future high-level executive transitions.

Sincerely,

[Your Name]

[Your Title]

[Real Estate Agency Name]

[Phone Number]

[Email Address]