

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Congratulations on the Sale of [Property Address]

Dear [Recipient Name],

I am writing to officially congratulate you on the successful sale of your property located at [Property Address].

I am pleased to confirm that we secured a final sale price of [Final Sale Price], which is [Dollar Amount/Percentage] above your initial listing price of [Original List Price]. Furthermore, we were able to reach this agreement in just [Number] days on the market.

Enclosed/Attached are the final executed documents for your records. We are now moving into the [Closing/Escrow] phase, and I will keep you updated on the progress regarding inspections and final signatures.

It has been a pleasure working with you to achieve such a fantastic result. Please do not hesitate to reach out if you have any questions as we head toward the closing date.

Best regards,

[Your Signature]

[Your Printed Name]
[Your Title/Company Name]