

[Date]

[Client Name]  
[Client Address]  
[City, State, Zip]

Dear [Client Name],

Congratulations on the successful closing of your new home! It has been a pleasure working with you throughout this journey, and I am honored to have played a part in this significant milestone.

As a token of my appreciation, please find a small gift enclosed. I hope it adds a special touch to your new space as you begin making memories there.

Additionally, please find your formal Insurance Policy documents attached to this letter. I recommend reviewing the coverage details and keeping these files in a safe place. Should you have any questions regarding your premiums, deductibles, or how to file a claim in the future, please do not hesitate to contact me directly.

Thank you for trusting me with your business. I look forward to staying in touch and assisting you with any future insurance needs.

Warm regards,

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