

## Thank You Business Letter Template

<Client name and address block>

Hello <first name>,

It was a pleasure working with you on your house purchase! Thank you for your business. I appreciate the trust you placed in me during this complex transaction. Your keys to your new house are enclosed. I will follow up with you after you are settled in, to see if I can provide any assistance finding services and resources for you and your family in your new home.

As you know, I greatly value the business and personal relationship that I have with you and want to ensure that you and your family are happy and comfortable in your new place. If you found my services helpful, please consider referring any friends, family, or colleagues my way.

Best Wishes,

<first name>

<Contact block with name

RE license #

firm name

firm address

email, phone, and social media>