Date

Name

Address

City, State, Zip

Dear Mr. Hunna Hunna,

I hope your new year is off to a great start! Congratulations again on the sale/purchase of your home last year! It was a pleasure and honor to work with you!

Enclosed you’ll find a copy of your HUD statement from your closing. This is an important document that you’ll need for your taxes this year. Simply give this copy to your accountant and they’ll know just what to do with it!

I also wanted to let you know that I am here for you as resource you can count on. I often get calls from clients and customers asking for recommendations for trusted service professionals such as contractors, handymen, landscapers, painters, etc. If that is something that I can help you with as well, or certainly if you have any real estate questions or needs, I’m happy to answer those too!

Wishing you a wonderful year ahead! Please let me know if I can be of service to you or any of your friends or family. I can be reached by phone or text at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I’d love to hear from you!

Warm regards,

Name

REALTOR®

Company

Phone

Email