[Your Name]

[Organization Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

[Title]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I feel overwhelmed by the thought that you have accepted my recommendation of buying a new home in Eden Villas. The day before, the real estate agent contacted me and made me aware of your intentions of buying a new house.

This scheme will surely prove beneficial for you in the long run. I am thankful to you that you not only gave a thought to my recommendation but also implemented it in a constructive manner. Hope to meet you at your new house soon.

Sincerely,

[Your Name]

[Title]