Date

Your Name

Title

Company Name

**Subject:** Finalize the location

To

Recipient Name

Title

Dear (Recipient’s Name)

It was lovely to meet you Mr. and Mrs. [name] on [date]. It was a pleasant surprise to see you both looking for a nice cozy home away from the hustle bustle of the main city for your family. In this modern era when every client is interested in getting a house near the main city, you couple was more interested in staying close to the nature.

I took the special interest in finding you a home which does complete justification to your requirements. The house I showed you on [date] was surrounded by the lush green fields. The house itself is well built and well maintained by its previous residents. Its distance from the highway minimizes the noise and danger of heavy traffic. You and your wife seemed to like the house very much therefore I would like to know your final decision about the house.

Thanks again for stopping by!

Regards,  
[Your Name].