Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I am writing you this letter to congratulate you for your new house. I am very happy for you and your family. This is your dream house and looks exactly according to what you asked for during our first meeting on [date]. I also want to thank you for giving me this opportunity to be your realtor and find your dream house on your behalf.

I would like to extend my gratitude to you by offering you my services for the time you stay in this house. If you ever had an issue with the house or any other property related issue I would like you to know that I will always be a call away. Give me a call and I would be more than happy to resolve the issue for you.

Regards,  
Your name