Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I am writing you this letter to appreciate you for buying your new home. It is the best built house in neighborhood and has all the basic facilities available. The colony itself is residential and families usually stay in this area making the environment very friendly and easy to blend in. I feel honored that you allowed me to find you this house and I cannot thank you enough for that.

I after a thorough search have recommended this house to you. I am positive that you would not face any issue regarding any matter. However, when you buy a new property you are bombarded with emails related to legal matters. I would be more than happy to assist you in sorting out those emails.

Regards,  
Your name