Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

This email is intended to extend my gratitude to you for allowing me to assist you in finding you your dream house. You trusted me with this responsibility and I am very glad that I was able to keep this trust of yours. I hope you are enjoying your stay at your new house.

After extensive research I recommended this property to you. I found it to be exactly what you asked for. It had all the characteristics that you discussed in your email sent to me on [date]. It is usually observed that after you buy a new property you are bombarded with emails related to the legal matters. I would like to deal with those emails on your behalf.

Regards,  
Your name