Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I would like to congratulate you on behalf of my company for purchasing a new home in [name of the location/colony/town]. It is a big deal to have your own home, so you should feel proud of yourself. My company was going to send you a little gift as a good will but unfortunately it got delayed due to some reasons. However, it would reach you by the end of this week.

Until then I would like to ask you for a favor. As you know that when you came to us, we tried to gain your trust by showing you the remarks of our previous clients regarding our services. By reading those comments you felt confident in us and trusted us with your matter. We by using our resources and expertise have helped you in getting your own home therefore, I would like you to share your views regarding our services via email or here online.

Moreover, you should submit the permanent residence application within the current month. One of our customer service members would remain in touch with you and would remind you when the dates come closer.

Regards,  
Your name