Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I am happy to congratulate you on buying a new home for yourself. Not many people are able to purchase a new home at this age of yours thus, you should feel extremely proud of yourself and I am sure that your family would be feeling the same for you. Our company has a special gift for you on your achievement. The gift would reach you by the end of this week.

Until then I would like to ask you for a favor. You might remember that when you came at first to us, we asked you to view the comments of our previous clients. This helped you in trusting us with your case. We would like you to give your views about the services we provided to you here online or via email so that they can be of some help to any new client of ours. We shall be grateful to you if you could manage to take out time for giving your comments.

Moreover, I would like to remind you that it is necessary that you apply for the permanent residence application this month. After you have applied one of our customer care service members would stay in touch with you and would consistently remind you when the date comes closer.

Regards,  
Your name