Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

I feel so excited to congratulate you on the purchase of your new home. It is of great honor that you own a house at such a young age. Many people at your age only dream of getting one thus, you should feel extremely proud of yourself. I am quite sure that your family and friends would feel the same for you. Our company would like to send you a little gift on this big moment of yours. The gift is intended to let you know how happy we are for you. The gift would reach you by the end of this week.

Till the gift finds its way to you I would like to ask you for a little favor. Usually when a new client comes to our company, we show him the views of our previous clients. This helps in building the trust between the two parties i.e. client and the company. I would like to include your comments too in that list of ours. Thus, I would really appreciate if you could manage some time to write about what you think about the services provided by this company online or via email.

Furthermore, I would like to remind you that you should apply for your permanent residence application by the end of this month. You would be informed by one of the company staff members when the date comes closer.

Congratulations again!

Regards,  
Your name