Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

Congratulations! I feel really pleased to congratulate you on purchasing a new home for yourself. It is a big achievement as it takes ages of hard work for many people to get to this point. Therefore, you should feel proud of yourself. Our company would like to share this big moment with you thus, we would like to give you a little gift for your achievement. The gift has been dispatched and would reach you by the end of this week.

Till you wait for your gift we would like you to fill out the customer feedback form for us. This form helps new customers in knowing the company better. It is the policy of our company that whenever a new client comes to our company, we show him the comments from our previous clients. This gives them satisfaction as well as helps in building the trust on company and they feel comfortable in telling us the details about their matter. I would highly appreciate if you could take out time and fill the customer feedback form here online or send it via email.

Moreover, you should keep in mind that you must submit your application for permanent residence by the end of this month. We would inform you when the date comes closer.

Congratulations again!

Regards,  
Your name