

[Your Name]
[Current Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Title, e.g., Real Estate Agent / Mortgage Broker]
[Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my sincere gratitude for your help in securing my first home. As a first-time buyer, I was initially overwhelmed by the process, but your expertise and guidance made everything much clearer and manageable.

Thank you for your patience in answering my many questions and for working so hard to ensure a smooth closing. I am incredibly excited to move into [Property Address] and start this new chapter.

I truly appreciate all the time and effort you invested in making this dream a reality. I will certainly recommend your services to any friends or family members looking to buy or sell a home in the future.

Best regards,

[Your Signature]

[Your Printed Name]