

Key Handover Instructions

Dear [Client's Name],

Congratulations on your new home! Below are the instructions for the key handover:

Key Handover Details:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]

What to Bring:

- Photo ID
- This confirmation letter
- Any required documents

Contact Information:

If you have any questions, please feel free to contact me at:

Email: [Insert Email]

Phone: [Insert Phone Number]

Looking forward to seeing you soon!

Best regards,

[Your Name]

[Your Realty Company]