

Property Sale Completion

Date: [Insert Date]

To:

[Buyer's Name]

[Buyer's Address]

Dear [Buyer's Name],

We are pleased to inform you that the sale of the property located at [Property Address] has been successfully completed as of [Completion Date]. We would like to take this opportunity to thank you for your cooperation throughout the process.

All necessary documents have been signed, and the keys will be available for collection. Please let us know when you would like to arrange a time for this.

Should you have any questions or require further assistance, do not hesitate to reach out.

Thank you once again, and we wish you all the best in your new home!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]