

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Agent's Name]

[Real Estate Agency's Name]

[Agency's Address]

[City, State, Zip Code]

Dear [Agent's Name],

I hope this message finds you well. I am writing to take a moment to express my heartfelt appreciation for your dedication and hard work throughout the process of buying/selling my property at [Property Address].

Your professionalism, knowledge of the market, and attention to detail made a significant difference and ensured a smooth transaction. I am genuinely grateful for your commitment to your clients and the extra effort you put into every step of the process.

Thank you once again for your outstanding service. I am looking forward to recommending you to friends and family in need of a reliable real estate agent.

Warm regards,

[Your Name]