${owner\_name}

${owner\_full\_address\_br}

${date}

Dear ${owner\_dear},

**Re: ${property\_full\_address}**

Thank you for your valued instructions to sell the above property. As you are aware, the sale has recently completed and we are writing to thank you for settling our sale commission account.

Our firm handles business for many clients each year and we always strive to provide efficient,

personal and professional service. We do hope that on this occasion you have been satisfied with our performance, but should you wish to make any comments which you feel would improve our level of service, then we would be very pleased to hear from you.

Our firm will always be pleased to advise you about property matters in the future.

Yours sincerely,

${negotiator\_name}