Sender’s Address

Sender’s Email Address

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Letter for Showing the Apartment

Dear ABC (Name of the Agent)

I am writing this letter to thank you for showing me the available apartments on the Upper East Side. I liked the options that you showed me and would like to go ahead with the apartment at \_\_\_\_\_\_ (Address of the apartment you liked). I will be grateful if you could let me know the further procedure and also give me a list of documents that I will be required to submit.

Once again, I want to thank you for investing your time with me and showing me all the options.

Sincerely,

(Signature)

Sender’s Full Name