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 Landlord)

We met this afternoon at your apartment on the Upper East Side. I want to thank you for showing me your apartment. I liked your apartment very much and it is also suitable for me for many reasons. I would like to inform you that I am interested in buying your apartment and I would like to proceed with the documentation and the legal work soon.

Please let me know when I can meet you again to discuss the further proceedings.

Sincerely,

(Signature)

Sender’s Full Name