**Formal Thank You Letter Email Template:**

To: (enter recipient email address)

Subject: Thank you for (enter details)

Dear (enter first name),

I would like to thank you for all the help you so kindly showed me and my family last week when we moved into the apartment next door. We really appreciate the kind hospitality and were very pleased to know we have such lovely neighbours!

I hope that you received the flowers we delivered to your door and have put them on display. Thank you again for being so kind as you have helped ease the process of our move.

We look forward to getting to know you and your family! Please do not hesitate to contact us or visit us if you need anything.

Lots of love,

(enter name)

(enter contact details)