

[Sender Name/Company Name]
[Sender Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Final Closing and Settlement Statement - [Property Address / Case Reference Number]

Dear [Recipient Name],

We are pleased to inform you that the closing process for the above-referenced matter has been successfully completed. Enclosed with this letter, please find your Final Settlement Statement and related closing documents.

The Settlement Statement provides a detailed breakdown of the final financial transaction, including:

- The final purchase/settlement price.
- Itemized closing costs and administrative fees.
- Disbursements made to all involved parties.
- The final net amount [Due to / Paid by] you.

Please review these documents carefully for your records. If there were funds due to you, they have been disbursed via [Check / Wire Transfer] as per your previous instructions.

It has been a pleasure assisting you with this transaction. Should you have any questions regarding these documents or if you require any further assistance, please do not hesitate to contact our office.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Role]

Enclosures:

1. Final Settlement Statement
2. [List other documents if applicable]