

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Successful Recording and Closing

Property Address: [Property Address]

Escrow Number: [Escrow Number]

Dear [Recipient Name],

We are pleased to inform you that the escrow for the above-referenced property has officially closed. All necessary documents have been successfully recorded with the County Recorder's Office as of [Time] today, [Date].

Enclosed you will find the following items for your records:

- Final Settlement Statement (HUD-1)
- Copy of the Recorded Deed
- [Item 3, e.g., Disbursement Check]
- [Item 4, e.g., Keys/Access Codes]

We recommend that you keep these documents in a safe place, as you may need them for future tax purposes. If you have any outstanding questions regarding the final accounting or the recording process, please contact our office at [Phone Number].

Thank you for the opportunity to assist you with this transaction. Congratulations on your successful closing.

Sincerely,

[Your Name/Officer Name]

[Company Name]

[Title]