

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

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

Re: Final Settlement Statement - [Project Name/Case Number/Property Address]

Dear [Recipient Name],

Please find enclosed the Final Settlement Statement regarding the above-referenced matter. This document provides a detailed breakdown of all financial transactions, including final payments, credits, and adjustments.

We kindly ask that you review the statement for accuracy. If everything is in order, please sign and return a copy to our office by [Date]. If you have any questions or identify any discrepancies, please contact us immediately at [Phone Number].

The final balance of \$[Amount] will be issued via [Check/Wire Transfer] on [Date].

Thank you for your cooperation in finalizing this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]

Enclosure: Final Settlement Statement