

Date: [Insert Date]

To: [Buyer Name]
[Buyer Address]
[City, State, Zip Code]

RE: Delivery of Post-Closing Documentation for [Property Address]

Dear [Buyer Name],

Following the closing of the sale of the above-referenced property on [Closing Date], please find the enclosed original documents as required by our purchase agreement:

- [Document Name 1, e.g., Recorded Deed]
- [Document Name 2, e.g., Final Utility Clearances]
- [Document Name 3, e.g., Warranty Certificates]
- [Document Name 4, e.g., Keys/Remotes not provided at closing]

Please review these documents and keep them for your permanent records. With the delivery of these items, I believe all post-closing obligations have been fulfilled.

Should you have any questions regarding these materials, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Mailing Address]

Enclosures: [List Number of Enclosures]