

[Broker Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Closing Documents for [Property Address]

Dear [Client Name],

Congratulations once again on the successful closing of your property located at [Property Address]. It was a pleasure working with you throughout this transaction.

Please find enclosed the final copies of your closing documents for your permanent records. These documents include:

- Executed Purchase Agreement
- Signed Closing Statement / HUD-1
- Copy of the Deed (if applicable)
- Title Insurance Policy
- [Additional Document Name]

I recommend storing these documents in a secure location, such as a fireproof safe or a digital backup, as you may need them for future tax purposes or if you decide to sell the property in the future.

Thank you for choosing [Company Name] to represent you. If you have any remaining questions regarding these documents or if I can assist you, your friends, or your family with any future real estate needs, please do not hesitate to contact me.

Best regards,

[Signature]

[Broker Name]
[License Number]