

[Date]

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

Re: Post-Closing Documentation - [Property Name/Address]

Dear [Recipient Name],

Following the successful closing of the commercial property located at [Property Address] on [Closing Date], please find enclosed the following original documents and materials for your records:

- Recorded Statutory Warranty Deed
- Executed Bill of Sale
- Assignment and Assumption of Leases and Security Deposits
- Assignment of Service Contracts and Warranties
- Original Tenant Leases and Estoppel Certificates
- Final Closing Statement / Settlement Statement
- Title Insurance Policy
- Keys, Codes, and Security Fobs
- [Additional Document Name]

Please review the enclosed documents to ensure everything is in order. We recommend storing these originals in a secure location as they are essential for the ongoing management and future disposition of the property.

If you have any questions regarding these documents or if any items appear to be missing, please contact our office at [Phone Number] or [Email Address].

It was a pleasure working with you on this transaction.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]