

[Date]

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

Re: Final Settlement Statement

Property Address: [Property Address]
Closing Date: [Date of Closing]
File Number: [Reference/Escrow Number]

Dear [Recipient Name],

Congratulations on the recent closing of your real estate transaction. Enclosed please find your Final Settlement Statement (Closing Disclosure) regarding the property referenced above.

This document provides a comprehensive breakdown of all final costs, credits, and the distribution of funds associated with the closing. We recommend that you keep this statement in your permanent records, as you may need it for future tax filing purposes or when you decide to sell the property.

If you have any questions regarding the details of this statement or if we can be of further assistance, please do not hesitate to contact our office at [Phone Number] or via email at [Email Address].

It was a pleasure working with you on this transaction.

Sincerely,

[Your Name/Company Name]
[Title]
[Contact Information]

Enclosure: Final Settlement Statement