

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Post-Closing Documentation for [Property Address/Loan Number]

Dear [Client Name],

Congratulations once again on the successful closing of your recent transaction. It was a pleasure working with you.

Please find enclosed your comprehensive post-closing packet. This folder contains original and copy documents for your permanent records, including:

- The executed Settlement Statement (ALTA/CD)
- A copy of the recorded Deed/Mortgage
- The fully executed Purchase Agreement and Addenda
- Title Insurance Policy information
- Property inspection reports and warranties
- Copies of all signed loan application documents

We recommend storing these documents in a secure location, such as a fireproof safe or a safe deposit box, as you may need them for future tax filings or a potential resale of the property.

Should you have any questions regarding these documents, or if you require any further assistance with your real estate needs, please do not hesitate to contact our office at [Phone Number] or via email at [Email Address].

Thank you for choosing [Company Name]. We wish you all the best in your new property.

Sincerely,

[Your Name/Signature]

[Title]

[Company Name]