

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Congratulations on Your Successful Closing

Dear [Recipient Name],

Congratulations! I am thrilled to officially inform you that we have reached the final closing milestone for [Project Name/Property Address].

All documents have been signed, the funding is complete, and the records have been officially filed. This successful conclusion is a result of your hard work and cooperation throughout the process.

Enclosed/Attached you will find copies of the final executed documents for your records. Please keep these in a safe place for future reference.

It has been a pleasure working with you to bring this transaction to a close. If you have any remaining questions or if I can be of assistance in the future, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]