

[Date]

[Seller Name]

[Seller Address]

[City, State, Zip Code]

RE: Final Settlement Statement for [Property Address]

Dear [Seller Name],

Congratulations on the successful closing of your property located at [Property Address].

Please find enclosed your Final Settlement Statement (Closing Disclosure) regarding the sale of the aforementioned property. This document provides a detailed breakdown of the final sales price, closing costs, prorated taxes, and the net proceeds distributed to you.

We recommend that you keep this statement in your permanent files, as you may need it for tax reporting purposes during the next filing season.

Should you have any questions regarding the figures listed or if you require any further documentation, please do not hesitate to contact our office at [Phone Number] or [Email Address].

It has been a pleasure assisting you with this transaction.

Sincerely,

[Your Name/Signature]

[Company Name]

[Title]

Enclosure: Final Settlement Statement