

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Final Settlement Statement - [Property Address/Project Name]**

Dear [Recipient Name],

Please find enclosed the final settlement documentation regarding the closing of the commercial property located at [Property Address].

The enclosed package includes the following:

- Final Settlement Statement (HUD-1 or equivalent)
- Executed Warranty Deed
- Copy of the Bill of Sale
- Prated Tax and Utility Adjustment Summaries
- [List any additional documents, e.g., Keys, Security Codes, or Lease Estoppels]

We confirm that all funds have been disbursed according to the instructions provided. Please review these documents for your permanent records. If you identify any discrepancies or require further clarification regarding the prorations or wire transfers, please contact our office immediately at [Phone Number].

It has been a pleasure working with you on this transaction. We look forward to future opportunities to collaborate.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]