

[Sender Name]
[Sender Company/Firm]
[Sender Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

RE: Final Settlement Statement - Property Address: [Property Address]

Dear [Recipient Name],

We are pleased to inform you that the closing process for the property located at [Property Address] has been successfully completed. Following the finalization of the sale on [Closing Date], please find enclosed the Final Settlement Statement (ALTA/Closing Disclosure) for your records.

This statement provides a detailed breakdown of all financial transactions related to the closing, including:

- Final Sale Price
- Pro-rated Property Taxes and Homeowner Association Fees
- Closing Costs and Legal Fees
- Disbursement of Funds
- Net Proceeds (for Sellers) or Total Amount Paid (for Buyers)

Please review these documents carefully. We recommend that you retain this statement for your tax purposes, as it may be required when filing your annual returns.

If you have any questions regarding the entries on this statement or require further clarification, please do not hesitate to contact our office at [Phone Number].

Thank you for allowing us to assist you with this transaction.

Sincerely,

[Signature]

[Typed Name]
[Title]

Enclosure: Final Settlement Statement