

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Final Settlement Statement

Property Address: [Property Address]

Escrow Number: [Escrow Number]

Closing Date: [Closing Date]

Dear [Recipient Name],

We are pleased to inform you that the escrow for the above-referenced property has officially closed. Enclosed please find your Final Settlement Statement and the remaining documentation regarding the completion of this transaction.

The Final Settlement Statement provides a detailed breakdown of all funds received and disbursed, including closing costs, taxes, and adjustments. Please review these documents carefully and retain them for your permanent records, as you may need them for future tax filing purposes.

If there are any remaining funds due to you, they have been issued via [Check/Wire Transfer] as per your previous instructions.

It has been a pleasure assisting you with this transaction. If you have any questions regarding your statement or the closing process, please do not hesitate to contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]