

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Final Settlement Statement

Property Address: [Property Address]

File Number: [File Number]

Closing Date: [Closing Date]

Dear [Client Name],

Congratulations on the successful closing of your real estate transaction. It was a pleasure working with you throughout this process.

Please find enclosed your Final Settlement Statement (ALTA) regarding the above-referenced property. This document provides a detailed breakdown of all receipts and disbursements associated with the closing. We recommend that you keep this document in a safe place, as you may need it for tax purposes and future reference.

If your transaction resulted in a refund or proceeds, those funds have been distributed according to your previous instructions.

If you have any questions regarding the details of this statement or any other aspect of your closing, please do not hesitate to contact our office at [Phone Number] or via email at [Email Address].

Thank you for choosing [Title Company Name] for your title and escrow needs.

Sincerely,

[Staff Name]

[Title]

[Title Company Name]

Enclosure: Final Settlement Statement