

[Sender Name]  
[Sender Title/Company]  
[Sender Address]  
[City, State, Zip Code]  
[Date]

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

RE: Final Settlement Statement - [Transaction Reference Number/Property Address]

Dear [Recipient Name],

Please find enclosed the Final Settlement Statement regarding the cash transaction for [Reference Description/Property] completed on [Date of Closing/Transaction].

This document provides a detailed breakdown of the final figures, including:

- The total purchase price/transaction amount.
- Applicable credits and adjustments.
- Final disbursements and net proceeds.

This statement confirms that all financial obligations related to this cash transaction have been satisfied. We recommend that you retain this document for your permanent records and tax purposes.

If you have any questions regarding the calculations or the enclosed documents, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Signature]  
[Typed Name]  
[Company Name]

Enclosure: Final Settlement Statement