

**Date:** [Insert Date]

**To:** [Recipient Name]

**Property Address:** [Insert Property Address]

**Transaction Reference:** [Insert Reference Number]

## **Subject: Final Settlement Statement and Closing Documents**

Dear [Client Name],

We are pleased to inform you that the closing process for the property located at [Property Address] has been successfully completed.

Please find attached the final settlement statement and the following closing documents for your records:

- Final Closing Disclosure / Settlement Statement
- Signed Sales Agreement
- Copy of the Deed/Title Transfer
- Commission Invoice and Receipt
- [Insert Other Document Name]

The final financial breakdown is as follows:

- **Total Sale Price:** \$[Amount]
- **Agency Commission:** \$[Amount]
- **Total Closing Costs:** \$[Amount]
- **Net Proceeds/Amount Due:** \$[Amount]

We recommend that you keep these documents in a secure place, as they may be required for future tax filings or legal purposes.

It has been a pleasure working with you. If you have any questions regarding these documents or if we can assist you with any future real estate needs, please do not hesitate to contact us.

Sincerely,

[Your Name/Agent Name]

[Company Name]

[Phone Number]

[Email Address]