

[Current Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Final Settlement Statement - [Property Address / Account Number]

Dear [Client Name],

Please find enclosed the Final Settlement Statement and closing documentation regarding the recent transaction for the property located at [Property Address].

This statement provides a detailed summary of the final transaction, including:

- Final sale price
- Disbursement of funds
- Brokerage commissions and service fees
- Applicable taxes and recording fees
- Net proceeds delivered to you

We recommend that you retain these documents in your permanent files, as they may be required for your tax filings and future financial records.

It has been a pleasure assisting you with this transaction. If you have any questions regarding these documents or if we can be of further service, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Title]

[Brokerage Firm Name]

Enclosure: Final Settlement Statement