

[Attorney Name/Law Firm Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

RE: Closing of Sale/Purchase  
Property Address: [Property Address]  
File Number: [File Number]

Dear [Client Name],

Enclosed please find the final documents and settlement information regarding the recent closing of the above-referenced property. This completes our legal representation in this matter.

The following documents are enclosed for your records:

- Executed Closing Disclosure or Settlement Statement
- Copy of the Recorded Deed (if available)
- Executed Promissory Note and Mortgage/Deed of Trust (if applicable)
- Title Insurance Policy
- [Additional Document Name]

Please keep these documents in a safe place, as you may need them for future tax filings or a future sale of the property. If your file contained an escrow for post-closing items, we will notify you once those conditions have been satisfied and the funds are disbursed.

It has been a pleasure assisting you with this real estate transaction. If you have any questions regarding these documents or if we can be of service in the future, please do not hesitate to contact our office.

Sincerely,

[Attorney Signature]

[Attorney Name]  
[Law Firm Name]