

[Sender Name]
[Sender Company Name]
[Sender Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Final Settlement Statement for [Property Address]

Dear [Recipient Name],

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

Please find attached the Final Settlement Statement (HUD-1 or Closing Disclosure) for your records. This document provides a comprehensive breakdown of the financial transaction, including:

- Final Purchase Price / Sale Price
- Pro-rated Property Taxes and Homeowner Association Fees
- Loan Origination Charges and Financing Fees
- Title Insurance and Escrow Fees
- Brokerage Commissions
- Net Proceeds / Total Amount Due from Buyer

As this is an investment property, please ensure you retain this statement for your tax records, as many of the items listed may be tax-deductible or impact the cost basis of the asset.

If you have any questions regarding the specific line items on this statement or require further documentation, please contact our office at [Phone Number].

Congratulations on the successful closing of this investment.

Sincerely,

[Signature]

[Typed Name]
[Title/Position]