

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Important Year-End Tax Documents Regarding Your Real Estate Transactions

Dear [Client Name],

As the year comes to a close, we are providing the necessary documentation regarding your real estate activity for the [Year] tax year. These documents are important for your federal and state income tax filings.

Enclosed, please find the following documents for your property located at [Property Address]:

- Final Closing Disclosure or Settlement Statement
- Annual Mortgage Interest Statement (Form 1098)
- Property Tax Payment Receipts
- Summary of Deductible Expenses (if applicable)

Please provide these documents to your tax professional or CPA to ensure you receive all eligible deductions and credits, such as mortgage interest, property taxes, and loan origination points.

If you have any questions regarding these documents or if you require additional information about your transaction, please feel free to contact me at [Phone Number] or [Email Address].

Thank you for choosing [Company Name]. We wish you a prosperous New Year.

Sincerely,

[Your Name]

[Your Title]

[Company Name]