

[Date]

[Seller Name]

[Seller Address]

[City, State, Zip Code]

RE: Notice of Real Estate Transaction Reporting (Form 1099-S)

Dear [Seller Name],

In accordance with Internal Revenue Service (IRS) regulations, the settlement of your real estate transaction located at [Property Address] must be reported to the IRS. This letter serves as your substitute form or notice regarding the information that will be filed.

The following information will be reported on Form 1099-S for the tax year [Year]:

- **Filer's Name and Address:** [Closing Agent/Company Name], [Address]
- **Filer's Federal ID Number:** [Filer's TIN]
- **Transferor's (Seller's) Name:** [Seller Name]
- **Transferor's Identification Number:** [Seller SSN/TIN]
- **Date of Closing:** [Closing Date]
- **Gross Proceeds:** \$[Amount]
- **Property Description:** [Legal Description or Address]

This information is being furnished to the Internal Revenue Service. If you are required to file a tax return, a negligence penalty or other sanction may be imposed on you if this income is taxable and the IRS determines that it has not been reported.

Please retain this document for your tax records. You should consult with a tax professional to determine the tax implications of this sale, including any potential exclusions or capital gains liabilities.

Sincerely,

[Closing Agent Name]

[Company Name]