

[Current Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Real Estate Transaction Tax Information

Dear [Recipient Name],

Please find enclosed the Closing Settlement Statement (HUD-1 or Closing Disclosure) for the property located at:

[Property Address]

This document is being provided for your tax records regarding the sale/purchase of the aforementioned property which closed on [Closing Date].

We recommend that you provide this statement to your tax preparer, as it contains important information regarding:

- Deductible mortgage interest paid at closing
- Property taxes paid or prorated
- Loan origination fees (points)
- Adjusted cost basis for capital gains calculations

Please keep this document in a safe place with your permanent tax files. If you have any questions regarding the figures on this statement, please contact our office.

Sincerely,

[Your Name/Company Name]

[Phone Number]

[Email Address]