

[Date]

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

Re: Escrow Number: [Insert Escrow Number]
Property Address: [Insert Property Address]

Dear [Recipient Name],

Enclosed please find the tax documents related to the recent closing of the above-referenced escrow. These documents are provided for your records and for future income tax reporting purposes.

The enclosed documents include:

- IRS Form 1099-S (Proceeds From Real Estate Transactions)
- Final Settlement Statement / Closing Disclosure
- [List any additional tax-related forms]

Please note that [Company Name] is not authorized to provide tax or legal advice. We recommend that you consult with a qualified tax professional or CPA regarding the reporting of this transaction on your tax returns.

Should you have any questions regarding your escrow file, please feel free to contact our office at [Phone Number].

Sincerely,

[Your Name/Officer Name]
[Escrow Officer Title]
[Company Name]