

[Date]

[Buyer Name]

[New Property Address]

[City, State, Zip Code]

Subject: Important Tax Document Reminder: Your Closing Disclosure

Dear [Buyer Name],

Congratulations again on the recent purchase of your home at [Property Address].

As tax season approaches, we are writing to remind you to locate and save the **Closing Disclosure (CD)** you received at your settlement on [Closing Date].

This document is essential for filing your federal and state income taxes. It contains specific financial information that may be tax-deductible or necessary for calculating your cost basis, including:

- Mortgage interest paid at closing.
- Real estate taxes paid.
- Loan origination points.
- Qualified settlement charges.

We recommend providing a copy of your Closing Disclosure to your tax professional when preparing your return. If you have misplaced your copy, please contact our office as soon as possible so we can provide a duplicate for your records.

Please note that we are not tax advisors. We recommend consulting with a certified tax professional regarding which items from your closing are deductible based on your specific financial situation.

Sincerely,

[Your Name/Company Name]

[Phone Number]

[Email Address]