

[Date]

[Borrower Name]

[Mailing Address]

[City, State, Zip Code]

Subject: Important Tax Document Reminder: Refinance Closing Statement

Dear [Borrower Name],

As tax season approaches, we are writing to remind you to locate the Final Closing Disclosure (also known as the Settlement Statement) from your recent property refinance completed on [Closing Date] for the property located at:

[Property Address]

This document is essential for your tax preparations as it may contain deductible items, such as:

- Mortgage points paid
- Prepaid interest
- Property tax adjustments
- Other potentially deductible financing costs

Please provide a copy of this statement to your tax professional. If you have misplaced your copy, please contact our office at [Phone Number] or reply to this email, and we will provide a duplicate for your records.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]