

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Final Closing Statement for Property: [Property Address]

Dear [Client Name],

Congratulations on the successful closing of your real estate transaction regarding the property located at [Property Address]. It was a pleasure assisting you throughout this process.

Please find enclosed the final closing bill and the settlement statement for your records. This document provides a comprehensive breakdown of all financial transactions, including professional fees, taxes, adjustments, and disbursements made on your behalf.

We confirm that the final balance of \$[Amount] was [paid/received] on [Closing Date].

We recommend that you retain these documents in a safe place, as you may need them for future tax filing purposes or if you decide to sell the property in the future.

If you have any questions regarding the enclosed statement or if there is anything further we can assist you with, please do not hesitate to contact our office.

Thank you for choosing [Company Name]. We wish you the very best in your new endeavor.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]

Enclosures:

1. Final Closing Bill
2. Settlement Statement (HUD-1/Closing Disclosure)