

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: Notice of Transaction Closing and Final Settlement - [Reference Number/Project Name]

Dear [Recipient Name],

This letter serves as formal notification that the transaction regarding [Description of Transaction/Property/Agreement] has been successfully closed and finalized as of [Closing Date].

In accordance with the terms of the [Agreement Name] dated [Original Agreement Date], we confirm the following settlement details:

- **Total Transaction Value:** \$[Amount]
- **Adjustments/Credits:** \$[Amount]
- **Final Settlement Amount:** \$[Amount]
- **Payment Method:** [Wire Transfer/Check/Escrow Release]

Accompanying this letter, please find the following executed documents for your records:

- [Document Name 1]
- [Document Name 2]
- [Document Name 3]

All obligations, representations, and warranties under the agreement have been met or addressed as of the date of this letter. We consider this matter fully settled and closed.

If you have any questions regarding the final settlement figures or the enclosed documentation, please contact our office within [Number] business days.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]