

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

[Date]

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

RE: Notice of Transaction Consummation - [Reference Number/Account Number]

Dear [Recipient Name],

This letter serves as formal notice that the transaction regarding [Description of Transaction/Agreement Name] has been successfully consummated as of [Date of Completion].

All conditions precedent outlined in the [Agreement Title/Purchase Order] dated [Original Agreement Date] have been satisfied. Pursuant to the terms of the agreement, the following actions have been finalized:

- The transfer of [Assets/Title/Service Rights] has been executed.
- Full payment in the amount of [Currency/Amount] has been [Paid/Received].
- All closing documents have been signed and delivered by both parties.

As the transaction is now complete, [Company Name] considers this matter closed. We have attached copies of the final executed documents for your records.

Please acknowledge receipt of this notice. If you have any remaining questions regarding the finalization of this matter, please contact [Name] at [Phone Number] or [Email].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]