

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Distribution of Sale Proceeds - [Property Address]

Dear [Recipient Name],

We are pleased to inform you that the sale of the property located at [Property Address] was successfully closed on [Closing Date].

Enclosed please find the disbursement of your share of the sale proceeds. The final amount has been calculated based on the final settlement statement, after the deduction of all applicable commissions, taxes, legal fees, and outstanding mortgage balances.

Summary of Distribution:

- Total Sale Price: \$[Amount]
- Total Deductions/Closing Costs: \$[Amount]
- **Net Proceeds Due to You: \$[Amount]**

The funds are being delivered via [Check/Wire Transfer/Other]. If you have received these funds via wire transfer, please confirm receipt with our office at your earliest convenience.

Please retain the attached Settlement Statement (HUD-1 or Closing Disclosure) for your tax records.

If you have any questions regarding the breakdown of these funds or the closing process, please contact [Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]