

[Date]

[Owner Name]

[Mailing Address]

[City, State, Zip Code]

**Subject: Welcome and Confirmation of Escrow Closing**

Dear [Owner Name],

Congratulations on the successful closing of your property! We are pleased to officially welcome you as the owner of the property located at:

**[Property Address]**

This letter serves as formal confirmation that escrow has officially closed as of [Closing Date]. All necessary title transfers and legal document filings have been completed.

As your property management team, our goal is to ensure your investment is handled with the highest level of care. Enclosed/attached to this letter, you will find several important items:

- A copy of the final Closing Statement for your records.
- Your Owner Portal login credentials for online reporting and payments.
- A summary of the current lease agreement (if the property is tenant-occupied).
- Contact information for your dedicated Property Manager.

If you have any immediate questions regarding the transition or the management of your property, please do not hesitate to reach out to us at [Phone Number] or [Email Address].

We look forward to a successful and long-term partnership.

Sincerely,

[Your Name/Company Name]

[Title]

[Website]