

Final Transaction Details

Date: [Insert Date]

To: [Client's Name]

From: [Realtor's Name]

[Realtor's Company Name]

[Realtor's Address]

[Realtor's Phone Number]

[Realtor's Email Address]

Transaction Summary

Property Address: [Insert Property Address]

Sale Price: \$[Insert Sale Price]

Closing Date: [Insert Closing Date]

Buyer: [Insert Buyer's Name]

Seller: [Insert Seller's Name]

Final Costs

- Commission: \$[Insert Commission Amount]
- Closing Costs: \$[Insert Closing Costs]
- Title Insurance: \$[Insert Title Insurance Cost]

Next Steps

Please ensure that all necessary documents are signed by the mentioned closing date. If you have any questions, feel free to reach out.

Thank you for choosing us for your real estate needs!

Sincerely,

[Realtor's Name]

[Realtor's Company Name]