

Closing Charge Explanation

Date: [Insert Date]

Seller: [Insert Seller's Name]

Property Address: [Insert Property Address]

Transaction ID: [Insert Transaction ID]

Dear [Seller's Name],

We hope this message finds you well. As we approach the closing date for your property transaction, we would like to provide you with a detailed explanation of the closing charges that will be incurred. Understanding these charges will help ensure a smooth closing process.

1. Real Estate Agent Commission

This fee represents the commission paid to the real estate agents involved in the transaction. Typically, this is [Insert Percentage]% of the selling price.

2. Title Insurance

Title insurance protects against any defects or issues with the title that could arise in the future. The cost for this service is approximately [Insert Amount].

3. Transfer Taxes

Transfer taxes are imposed by the state and local governments when the property changes hands. The total transfer tax for your property is [Insert Amount].

4. Recording Fees

These fees cover the cost of recording the mortgage and the deed with the county. The total estimated recording fees are [Insert Amount].

5. Miscellaneous Fees

There may be additional miscellaneous fees, such as notary fees or courier fees, totaling approximately [Insert Amount].

Total Closing Charges

The estimated total closing charges amount to [Insert Total Amount]. Please keep in mind that these are estimates and may vary slightly by the closing date.

If you have any questions about the charges listed above or need further clarification, please do not hesitate to reach out to us.

Thank you for your attention,

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]