

# Closing Statement Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Closing Statement for Property Sale**

Dear [Recipient Name],

I am writing to provide you with the closing statement for the sale of the property located at [Property Address]. Please find the detailed statement below.

### **Closing Statement Summary**

- Sale Price: \$[Insert Amount]
- Commission Fees: \$[Insert Amount]
- Closing Costs: \$[Insert Amount]
- Net Proceeds: \$[Insert Amount]

Thank you for your cooperation throughout this process. If you have any questions regarding the closing statement, please do not hesitate to reach out.

Sincerely,

[Your Name]