

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: NWMLS Closing Statement

Dear [Recipient Name],

I hope this letter finds you well. Enclosed is the closing statement for the transaction involving the property located at [Property Address], which was successfully completed on [Closing Date].

Total Purchase Price: \$[Purchase Price]

Down Payment: \$[Down Payment Amount]

Loan Amount: \$[Loan Amount]

Closing Costs: \$[Closing Costs Total]

Net Funds to Seller: \$[Net Funds Amount]

Please review the attached statement for a detailed breakdown of all associated fees and costs. Should you have any questions or require further clarification, do not hesitate to contact me.

Thank you for your business.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]