

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

[Date]

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

RE: Property Closing Milestone Review - [Property Address / Escrow Number]

Dear [Recipient Name],

I am writing to formally request a milestone review regarding the closing process for the property located at [Property Address]. As we are approaching the final stages of this transaction, I would like to verify that all necessary benchmarks have been met to ensure a timely closing.

Specifically, please provide an update on the status of the following items:

- Final inspection and appraisal reports
- Title search and insurance clearance
- Loan approval and funding status
- Satisfactory resolution of any outstanding contingencies
- Confirmation of the scheduled closing date and time

If there are any pending documents or actions required from my side to prevent delays, please notify me immediately. I would appreciate a written summary or a brief meeting to confirm that we are on track for the projected closing date of [Date].

Thank you for your attention to this matter and for your assistance in finalizing this transaction.

Sincerely,

[Your Signature]

[Your Printed Name]