

[Date]

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

Subject: Official Notification of Closing Appointment

Dear [Recipient Name],

This letter serves as official confirmation of the scheduled closing appointment for the transaction regarding [Property Address or Project Name].

The closing has been scheduled for the following time and location:

- **Date:** [Date of Closing]
- **Time:** [Time]
- **Location:** [Full Address of Closing Office/Title Company]

Please ensure you bring the following items to the appointment:

- A valid government-issued photo ID.
- [Item 2, e.g., Certified funds/Check]
- [Item 3, e.g., Relevant original documents]

If you have any questions or need to reschedule, please contact [Name/Department] at [Phone Number] or [Email Address] at least [Number] hours in advance.

We look forward to finalizing this matter with you.

Sincerely,

[Your Name]
[Your Title]
[Company Name]