

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Follow-Up Regarding Your Closing Package - [Property Address/Project Name]

Dear [Client Name],

I hope you are doing well. I am writing to follow up on the closing package that was delivered to you on [Date] via [Delivery Method, e.g., Courier/Email/Mail].

Please confirm that you have received the documents safely. This package contains important final records regarding your [Transaction/Closing], including:

- [Document 1]
- [Document 2]
- [Document 3]

We recommend that you review these materials carefully and keep them in a secure location for your records. If you have any questions regarding the contents or if any items appear to be missing, please contact our office at [Phone Number] or [Email Address].

It has been a pleasure working with you on this matter. Thank you for choosing [Company Name].

Sincerely,

[Your Name]

[Your Title]

[Company Name]