

Date: [Insert Date]

To: [Seller Name]

Property Address: [Insert Property Address]

Transaction Reference: [Insert Escrow/File Number]

Dear [Seller Name],

This is a reminder regarding the pending real estate transaction for the property mentioned above. To comply with tax regulations and ensure a timely closing, we require the following tax-related documents:

- [Document Name 1, e.g., Signed FIRPTA Affidavit]
- [Document Name 2, e.g., State Tax Withholding Forms]
- [Document Name 3, e.g., Social Security Number or Tax ID Verification]

Please provide these documents no later than [Insert Due Date]. Failure to submit these forms may result in delays to the closing date or mandatory tax withholdings from your sale proceeds.

If you have already sent these documents, please disregard this notice. If you have questions regarding which forms are required, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Contact Information]