

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

[Recipient Name]
[Recipient Title]
[Recipient Company]

Subject: Simplification of Closing Paperwork for [Project/Transaction Name]

Dear [Recipient Name],

To ensure a smooth and efficient conclusion to [Project/Transaction Name], we have simplified the final closing paperwork. Our goal is to reduce administrative burden while maintaining all necessary legal and financial compliance.

The following changes have been implemented to the closing package:

- Consolidation of repetitive forms into a single signature page.
- Transition to digital signatures via [Platform Name] for faster processing.
- Removal of redundant data entry requirements.
- Standardization of terms to align with previous agreements.

Attached you will find the streamlined document package. Please review the highlighted sections and provide your signature by [Due Date].

If you have any questions regarding these updates, please contact [Point of Contact Name] at [Phone/Email].

Thank you for your cooperation in finalizing this matter.

Sincerely,

[Your Signature]
[Your Printed Name]