

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

RE: Follow-up on Property Disclosure Documents for [Property Address]

Dear [Recipient Name],

I am writing to follow up on my request for the property disclosure documents regarding the property located at [Property Address].

As of today, I have not yet received the completed disclosure package. As these documents are essential for our due diligence process and to move forward with the [purchase/transaction], I would appreciate it if you could provide an update on their status.

Specifically, I am looking for the following:

- [Specific Document Name, e.g., Seller's Property Disclosure Statement]
- [Specific Document Name, e.g., Lead-Based Paint Disclosure]
- [Specific Document Name, e.g., Homeowners Association (HOA) Documents]

Please let me know when I can expect to receive these files. If they are available in digital format, you may email them directly to me at [Your Email Address].

Thank you for your prompt attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Signature]
[Your Printed Name]