

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Recipient Name]  
[Recipient Title/Role, e.g., Listing Agent]  
[Company Name]  
[Address]  
[City, State, Zip Code]

RE: FOLLOW-UP ON DISCLOSURE REQUEST - [Property Address]

Dear [Recipient Name],

I am writing to follow up on my previous request dated [Date of Original Request] regarding the mandatory property disclosures for the property located at [Property Address].

As of today, I have not yet received the requested documents. Specifically, I am looking for the following:

- [Item 1: e.g., Seller's Property Disclosure Statement]
- [Item 2: e.g., Lead-Based Paint Disclosure]
- [Item 3: e.g., Natural Hazard Report]
- [Item 4: e.g., HOA Documents and Minutes]

As these documents are essential for my due diligence process and to proceed with the current [Transaction/Offer], I kindly ask that you provide them by [Date/Time].

If the documents are already in transit or if there is a specific reason for the delay, please let me know as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]