

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

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

RE: Property Disclosure Documents for [Property Address]

Dear [Recipient Name],

As requested, please find enclosed the completed property disclosure forms regarding the real estate located at [Property Address].

The following documents are included in this package:

- Residential Property Disclosure Statement
- Lead-Based Paint Disclosure (if applicable)
- [Additional Document Name, e.g., HOA Disclosure]
- [Additional Document Name]

Please review these documents carefully. If you have any questions regarding the information provided or require further clarification on any specific items, please do not hesitate to contact me or my agent.

Kindly acknowledge receipt of these documents by signing and returning a copy of the attached acknowledgement page.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures