

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

[Date]

[Seller or Agent Name]  
[Company Name, if applicable]  
[Address]

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

Dear [Name],

I am writing to follow up on my previous request dated [Date of initial request] regarding the Property Condition Disclosure Statement for the property located at [Property Address].

As of today, I have not yet received the completed disclosure documents. As a prospective buyer, this information is vital for my due diligence process and for making an informed decision regarding the purchase of the property.

Please provide the signed and completed disclosure form by [Date]. If there are specific reasons for the delay or if the document is being handled by another party, please let me know as soon as possible.

I look forward to receiving the documents and proceeding with the next steps of the transaction.

Sincerely,

[Your Signature]

[Your Printed Name]