

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

[Date]

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

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

Dear [Recipient Name],

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

As of today, I have not yet received the completed documentation. As a reminder, the requested packet should include the following items:

- Real Estate Transfer Disclosure Statement (TDS)
- Natural Hazard Disclosure (NHD) Report
- Lead-Based Paint Disclosure (if applicable)
- Seller Property Questionnaire
- [List any other specific reports needed]

Please let me know the current status of these documents and when I can expect to receive them. If they have already been sent, please provide a tracking number or a digital copy via email.

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

Sincerely,

[Your Signature]

[Your Printed Name]