

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

[Date]

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

Re: Submission of Required Disclosures for [Property Address]

Dear [Recipient Name],

I am writing to follow up on our previous correspondence regarding the sale/purchase of the property located at [Property Address].

Please find the following completed and signed disclosure documents attached to this letter as required by [State/Local Law or Contract Agreement]:

- [Name of Document 1, e.g., Seller's Property Condition Disclosure]
- [Name of Document 2, e.g., Lead-Based Paint Disclosure]
- [Name of Document 3, e.g., Natural Hazard Disclosure]
- [Name of Document 4, e.g., Homeowners Association (HOA) Disclosures]

These documents are intended to provide a full and accurate representation of the property's condition and history to the best of my knowledge. Please review these materials at your earliest convenience.

Kindly acknowledge receipt of these documents by signing the attached acknowledgment form or by replying to this letter in writing. If there are any additional forms or information required to move forward with the transaction, please let me know immediately.

Thank you for your time and cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]