

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

[Date]

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

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

Dear [Recipient Name],

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

As of today, I have not yet received the requested information. As a reminder, we require the following items to proceed with our due diligence process:

- [Specific Document 1, e.g., Environmental Reports]
- [Specific Document 2, e.g., Current Rent Roll]
- [Specific Document 3, e.g., Maintenance Records]
- [Specific Document 4, e.g., Zoning Compliance Certificates]

Timely access to these disclosures is essential for us to adhere to the current transaction timeline. Please let me know if there are any obstacles preventing the release of these documents or if you require any further information from our side.

Please provide an update on the status of this request or forward the documents to [Email Address] by [Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]