

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Closing Document Preparation Update - [Property Address/File Number]

Dear [Recipient Name],

We are writing to provide an update regarding the preparation of your closing documents for the transaction referenced above.

Our team has officially commenced the initial drafting phase. We are currently gathering the necessary data and verifying all financial figures to ensure accuracy. At this stage, we are coordinating with all involved parties to finalize the following:

- Title insurance commitments
- Tax information and prorations
- Lender closing instructions
- Required legal disclosures

No further action is required from you at this moment. Once the preliminary drafts are reviewed and approved, we will contact you to schedule the signing appointment and provide instructions regarding any funds required for closing.

Should you have any questions in the meantime, please feel free to reach out to our office at [Phone Number] or [Email Address].

Best regards,

[Your Name/Company Name]

[Your Title]