

[Sender Name]
[Sender Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]

RE: Status Update on Closing Document Preparation - [Project/Transaction Name]

Dear [Recipient Name],

This letter is to provide you with a routine update regarding the preparation of the closing documents for the aforementioned transaction.

Our team is currently in the process of drafting and reviewing the necessary paperwork. The current status of the documentation is as follows:

- **Initial Drafts:** [Completed/In Progress]
- **Internal Review:** [Completed/In Progress]
- **Outstanding Requirements:** [List any missing items or "None"]

We anticipate that the final document package will be ready for your review by [Target Date]. We will notify you immediately if there are any changes to this timeline.

If you have any questions or require additional information in the meantime, please do not hesitate to contact me at [Phone Number] or [Email Address].

Thank you for your continued cooperation.

Sincerely,

[Signature]
[Sender Name]