

[Date]

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

**RE: Expedited Status Update - Closing Document Preparation**

Property Address: [Property Address]  
File/Loan Number: [Reference Number]

Dear [Recipient Name],

This letter provides a formal update regarding the preparation of your closing documents. As requested, we have placed this file on our expedited processing track.

**Current Status:** [In Progress / Drafted / Under Final Review]

The following actions have been completed:

- [Completed Item 1]
- [Completed Item 2]

The remaining items required to finalize the package are:

- [Pending Item 1]
- [Pending Item 2]

Our team is working to complete the final review by [Estimated Completion Time/Date]. Once the documents are finalized, they will be delivered via [Delivery Method].

If you have any immediate questions, please contact [Contact Person] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]  
[Title]