

Date: [Insert Date]

Borrower Name(s): [Insert Borrower Name(s)]

Property Address: [Insert Property Address]

Loan Number: [Insert Loan Number]

Dear [Insert Recipient Name],

This is an update regarding the status of the closing document preparation for the above-referenced loan.

Current Status: [Insert Status - e.g., In Review / Finalizing / Sent to Title]

We are currently completing the following steps:

- [Step 1: e.g., Finalizing closing figures]
- [Step 2: e.g., Coordinating with the title company]
- [Step 3: e.g., Reviewing compliance disclosures]

Estimated Completion Date: [Insert Date]

Once the document package is finalized, it will be delivered to the [Title Company/Closing Agent] for signature. You will receive a final Closing Disclosure (CD) for review at least three business days prior to the scheduled signing date.

If you have any questions or provide updated information, please contact our closing department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Insert Name]

[Insert Title]

[Insert Lender Name]