

Date: [Insert Date]

To: [Buyer Name]

Property Address: [Insert Property Address]

File Number: [Insert File/Escrow Number]

Dear [Buyer Name],

We are writing to provide you with an update regarding the preparation of your closing documents for the purchase of the property mentioned above.

**Current Status:** [In Progress / Pending Lender Instructions / Ready for Review]

Status Details:

- **Title Search:** [Complete/In Progress]
- **Lender Instructions:** [Received/Awaiting]
- **Closing Disclosure (CD):** [Drafting/Sent for Approval]
- **Final Signing Appointment:** [Scheduled for Date/Time / To Be Determined]

**Next Steps:**

[Insert specific actions the buyer needs to take, e.g., "Please keep an eye out for an email from your lender regarding the initial Closing Disclosure."]

**Estimated Funds Required for Closing:** \$[Amount, if known] (Subject to final audit)

We will notify you immediately once the final document package is ready for your signature. If you have any questions in the meantime, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]