

Date: [Insert Date]

[Seller Name]

[Seller Address]

[City, State, Zip Code]

RE: Status Update on Closing Document Preparation

Property Address: [Insert Property Address]

Escrow/File Number: [Insert Number]

Dear [Seller Name],

I am writing to provide you with an update regarding the preparation of your closing documents for the sale of the above-referenced property.

Currently, the status of your documents is as follows:

- **Document Drafting:** [Completed / In Progress]
- **Title Search/Clearance:** [Cleared / Pending]
- **Payoff Statements:** [Received / Awaiting Final Figures]
- **Estimated Closing Statement:** [Under Review / Finalizing]

Action Required: [No action needed at this time / Please provide the following missing information: Item Name]

We anticipate having the final signature package ready for your review by [Insert Date]. Once the documents are finalized, we will contact you to schedule a formal signing appointment with a notary.

If you have any questions regarding these updates or the upcoming closing process, please contact our office at [Insert Phone Number] or via email at [Insert Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]