

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Counsel Name]

[Opposing Counsel Law Firm]

[Opposing Counsel Address]

[City, State, Zip Code]

RE: [Case Name / Transaction Title]

Matter No: [Internal Reference Number]

Dear [Opposing Counsel Last Name],

I am writing to provide an update regarding the preparation of the closing documents for the aforementioned matter.

As of today, our office has completed the following items:

- [Completed Document 1]
- [Completed Document 2]

We are currently finalizing the [Remaining Document Names]. We anticipate having these drafts ready for your review by [Expected Date].

[Optional: Please confirm the status of the documents your office is responsible for, specifically the (Document Name).]

We look forward to finalizing this matter shortly. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]