

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Closing Document Status Update

Property Address: [Property Address]

File Number: [File Number]

Closing Date: [Scheduled Closing Date]

Dear [Recipient Name],

This letter is to provide you with an update regarding the preparation of the closing documents for the above-referenced transaction.

Our team is currently in the process of finalizing the following items:

- Title Commitment Requirements
- Settlement Statement / Closing Disclosure (CD)
- Deed and Transfer Documents
- Lender Closing Instructions

Current Status: [In Progress / Awaiting Lender Figures / Pending Final Review]

We are working closely with all parties involved to ensure all documents are accurate and ready for the scheduled closing. We anticipate having the final package ready for your review by [Estimated Date/Time].

If you have any questions or have received additional instructions from your lender, please contact us at [Phone Number] or [Email Address].

Thank you for your patience and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Title Agency Name]