

Date: [Insert Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Re: Status Update - Pending Signatures for Closing Document Preparation

Dear [Recipient Name],

We are currently in the process of preparing the final closing documents for [Project/Property/Case Reference].

This letter is to inform you that our progress is currently pending the receipt of signatures on the following documents:

- [Document Name 1]
- [Document Name 2]
- [Document Name 3]

To ensure that the closing occurs on the scheduled date of [Closing Date], please sign and return the documents listed above by [Deadline Date]. We cannot finalize the closing package or proceed with the fund disbursement until all signatures are verified.

If you have already sent these documents, please disregard this notice. Otherwise, please deliver the signed originals via [Delivery Method - e.g., Email/Courier/Portal].

Should you have any questions regarding the documents or the signing process, please contact [Contact Name] at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]