

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Re: Status Update - Missing Disclosures for [Property Address/Loan Number]

Dear [Recipient Name],

We are writing to provide an update regarding the preparation of your final closing documents. Currently, our records indicate that the following disclosures are still outstanding:

- [Description of Missing Disclosure 1]
- [Description of Missing Disclosure 2]
- [Description of Missing Disclosure 3]

Please be advised that we cannot finalize the closing package or establish a firm signing date until these documents are received, reviewed, and signed. Delay in providing these items may result in a postponement of your scheduled closing date.

Please submit the required documents via [Method of Submission: Email/Portal/Fax] as soon as possible. If you believe you have already submitted these items, please contact us immediately so we can update our file.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]