

Closing Document Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the closing date for the commercial real estate transaction regarding [Property Address/Description], I would like to formally request the closing documents necessary for us to proceed.

Could you please provide the following documents:

- Purchase Agreement
- Title Commitment
- Closing Statement
- Any additional documents required by local regulations

We aim to review these documents thoroughly and ensure a smooth closing process. Your prompt attention to this request would be greatly appreciated, and if you have any questions or require further information, please feel free to reach out.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]