

**[Your Name]**  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

**[Recipient's Name]**  
[Recipient's Title]  
[Recipient's Company/Institution]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the closing documents related to the purchase of my new home located at [Property Address]. As we approach the closing date of [Closing Date], I would like to ensure that all necessary documentation is in order for a smooth transaction.

Specifically, I would appreciate if you could provide the following documents:

- Settlement Statement
- Loan Estimates and Closing Disclosure
- Promissory Note and Mortgage documents
- Title Insurance Policy

Please let me know if there are any additional requirements or if you need more information from my side. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]