

Request for Closing Documents

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the finalization of the lease agreement for [Property Address], I am writing to formally request the closing documents necessary for completing this process.

In order to facilitate a smooth conclusion, please provide the following documents:

- Final Lease Agreement
- Disclosure Statements
- Any Applicable Addendums
- Proof of Insurance

If possible, I would appreciate receiving these documents by [Insert Date], to allow us ample time for review before the closing date.

Thank you for your assistance. Should you need further information or clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]