

Loan Closing Document Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Lender's Company Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Request for Closing Documents

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the documents required for the closing of my loan application for [Loan Amount] with the reference number [Loan Reference Number].

To ensure a smooth closing process, I would appreciate it if you could provide me with the following documents:

- Closing Disclosure
- Promissory Note
- Mortgage/Deed of Trust
- Title Insurance Policy
- Any additional required documents

If possible, please send these documents to my email address at [Your Email Address] or my mailing address mentioned above by [Specific Date].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]