

# Closing Document Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Closing Documents for Property Transfer

I hope this message finds you well. I am writing to formally request the necessary closing documents associated with the property transfer of [Property Address], which is scheduled to take place on [Closing Date].

To ensure a smooth transaction, I would appreciate it if you could provide the following documents:

- Closing Disclosure
- Settlement Statement
- Title Insurance Policy
- Deed
- Any other relevant documents

Please send the documents to my email at [Your Email Address] or to my physical address listed above at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]