

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[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 for the short sale process of the property located at [Property Address]. As we are in the final stages of the transaction, obtaining these documents is crucial for a smooth closing.

Please provide the necessary documentation at your earliest convenience to ensure all parties involved are prepared for the upcoming closing date. If there are any additional forms or requirements needed from my side, do not hesitate to let me know.

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

Sincerely,

[Your Name]