

Letter Template for Closing Document Request

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

Date: [Insert Date]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the closing documents related to my recent timeshare acquisition at [Property Name/Location]. The details of the purchase are as follows:

- **Buyer Name:** [Your Name]
- **Property Unit:** [Unit Number]
- **Purchase Date:** [Purchase Date]

Please include all documents pertinent to the closing process, including but not limited to:

- Purchase Agreement
- Deed
- Disclosure Statements
- Closing Statement

Should you require any additional information or documents from my side, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I appreciate your prompt attention to this matter and look forward to your swift response.

Thank you for your assistance.

Sincerely,

[Your Name]