

Property Sale Closing Schedule Confirmation

Date: [Insert Date]

To: [Real Estate Agent's Name]

[Real Estate Agency Name]

[Address]

[City, State, Zip Code]

Dear [Real Estate Agent's Name],

I am writing to confirm the closing schedule for the property sale located at [Property Address]. The closing is scheduled for [Closing Date] at [Closing Time]. The location of the closing will be [Closing Location].

Please ensure that all pertinent documents are prepared prior to the closing date. If there are any changes or additional information required, feel free to reach out.

Thank you for your assistance throughout this process.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]