

Walkthrough Preparation for Property Closing

Date: [Insert Date]

To: [Buyer's Name]

Address: [Buyer's Address]

Dear [Buyer's Name],

We are pleased to inform you that the closing date for your property purchase at [Property Address] is approaching. In preparation for the final walkthrough, please review the following information to ensure a smooth and efficient closing process.

Walkthrough Details:

- **Date:** [Insert Walkthrough Date]
- **Time:** [Insert Walkthrough Time]
- **Meeting Location:** [Property Address]

Things to Check During Walkthrough:

1. Verify that all agreed repairs have been completed.
2. Ensure all appliances are in working order.
3. Check for any new damage since the last visit.
4. Confirm that agreed-upon personal items are included with the property.

It is advisable to bring any relevant documentation such as the purchase agreement and inspection reports for reference. If you have any questions or require further assistance prior to the walkthrough, please do not hesitate to reach out.

We look forward to seeing you at the walkthrough.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]