

Request for Closing Documents

Date: [Insert Date]

[Realtor's Name]

[Realtor's Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the closing documents for the property located at [Property Address]. This includes any relevant agreements, disclosures, and financial statements that are required to finalize the closing process.

As the realtor representing the buyer/seller, it is essential for me to have these documents as soon as possible to ensure a smooth transaction. If you could forward these documents or let me know when I might expect to receive them, I would greatly appreciate it.

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

Best regards,

[Realtor's Name]

[Realtor's License Number]

[Realtor's Company]