

[Your Name]

[Your Firm's Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Firm's Name]

[Recipient's Address]

[City, State, Zip Code]

Re: Closing Date Confirmation for [Property Address]

Dear [Recipient's Name],

This letter serves to confirm the closing date for the transaction concerning [Property Address]. The closing is scheduled to take place on [Closing Date] at [Closing Time].

Please ensure that all necessary documents and funds are prepared and available for this date to facilitate a smooth closing process.

If you have any questions or require further information, please do not hesitate to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]