

# Closing Date Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to confirm the closing date for the property located at [Property Address]. The closing is scheduled for [Closing Date] at [Closing Time]. The location will be [Closing Location].

Please ensure all necessary documents are prepared and available for this date. If you have any questions or require further information, feel free to reach out to me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]