

Closing Date Confirmation

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Title Company Name]

[Title Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the closing date for the transaction pertaining to [Property Address/Description]. The closing is scheduled for:

Date: [Insert Closing Date]

Time: [Insert Closing Time]

Location: [Insert Closing Location]

Please ensure that all necessary documents and funding are ready prior to the closing date. If there are any changes or additional information required, do not hesitate to contact us.

Thank you for your attention. We look forward to a smooth closing process.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]