Date

Name
Address
City, State, Zip

Dear [NAME],

I've scheduled a final walk through of the home located at [ADDRESS] for you on [DAY], [DATE], at [TIME]. At that time we will be able to tour the property to make sure that you are satisfied that the current owner has met all the provisions for the sale.

The closing is scheduled for [DAY], [DATE], at [TIME]. We will conduct the closing at [NAME OF COMPANY], located at [COMPANY ADDRESS].

As always, I appreciate the opportunity to serve as your [REALTOR®/AGENT/BROKER], and please feel free to contact me at [PHONE] should you have any questions between now and the closing.

Sincerely,

[NAME]

[TITLE]