

[Sender Name]
[Sender Title]
[Company Name]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]

RE: Final Conditions to Close - [Project Name/Loan Number/Reference Number]

Dear [Recipient Name],

We are pleased to inform you that we have reached the final stage of the closing process for [Project/Transaction Name]. To complete the documentation and proceed to formal closing, the following outstanding conditions must be satisfied:

- **Condition 1:** [Description of required document or action]
- **Condition 2:** [Description of required document or action]
- **Condition 3:** [Description of required document or action]

Please ensure that all listed items are submitted in their final form by [Deadline Date]. All documents should be delivered via [Email/Physical Mail/Secure Portal] to the attention of [Name/Department].

Once these final conditions are reviewed and verified, we will issue the final closing set and proceed with [Funding/Signing/Execution].

If you have any questions regarding these requirements, please contact [Contact Person] at [Phone Number/Email Address].

Sincerely,

[Signature]
[Sender Printed Name]