**Co-op Agent Follow-Up Letter Template**

<Co-op Agent Name and address block>

Dear <Co-op Agent Name>,

I am very happy to be working with you on the <street name/address> deal!

To keep my <buyers/sellers> well-informed and ensure a smooth transaction, I will need to provide them with an update on the following pending items:

1. <item #1, e.g., description of the deliverable, person(s) responsible, due date, etc.>

2. <item #2, e.g., description of the deliverable, person(s) responsible, due date, etc.>

3. <item #3, e.g., description of the deliverable, person(s) responsible, due date, etc.>

I appreciate your feedback on these time-sensitive items. If you could provide me with an update by <email, phone> no later than <insert date here>, I would very much appreciate it.

Regards,

<Your name/address/phone/email address here>

*Disclaimer: This document is provided as a sample and does not constitute legal advice. Members should modify this document to address their specific needs and verify all information provided to ensure its accuracy and compliance with applicable law.*