

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Ensuring a Seamless Escrow and Closing Process for [Property Address]

Dear [Client Name],

Congratulations! Now that your contract is officially accepted, we have entered the escrow phase. My goal is to ensure this process is seamless, transparent, and stress-free for you. Below is an outline of what to expect as we move toward closing.

1. Earnest Money Deposit

Please ensure your earnest money deposit is delivered to the escrow company by [Date]. I will provide you with the specific wiring instructions or drop-off location shortly.

2. Inspections and Due Diligence

We will schedule necessary inspections during the contingency period. Once the reports are in, we will review them together to determine if any repairs or credits are required.

3. Financing and Appraisal

If you are obtaining a loan, your lender will order an appraisal to verify the property value. Please stay in close contact with your loan officer to provide any requested documentation promptly to avoid delays.

4. Title Review and Insurance

The title company will perform a search to ensure the property is free of liens or encumbrances. You will receive a preliminary title report for your review.

5. Final Walk-Through

A few days before closing, we will visit the property one last time to ensure it is in the agreed-upon condition and that any requested repairs have been completed.

6. Closing Day

On the day of closing, you will sign the final documents and provide the remaining funds via wire transfer. Once the deed is recorded with the county, the home is officially yours!

I will be monitoring every milestone and will keep you updated every step of the way. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Phone Number]
[Your Email Address]