

[Your Name]
[Current Address]
[Phone Number]
[Email Address]

[Date]

[Lender/Escrow Officer Name]
[Company Name]
[Address]

RE: Request for Expedited Closing - [Property Address] - Loan/Escrow Number: [Number]

Dear [Name],

I am writing to formally request an expedited closing on the property located at [Property Address].

The reason for this request is a mandatory job relocation. I am scheduled to begin my new position with [Company Name] in [City, State] on [Start Date]. To ensure a smooth transition and avoid a gap in my housing and professional responsibilities, I am requesting that we move the closing date forward to [Requested Closing Date].

I have attached my formal job offer letter and relocation documents for your records. I have completed all necessary paperwork on my end and am prepared to sign the final documents immediately upon your notification.

Please let me know if there are any outstanding items needed to facilitate this accelerated timeline. Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]