[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Re: Escrow and Closing Process for [Property Address]

Dear [Client Name],

Congratulations on opening escrow! This letter outlines the key steps involved in the closing process to help you prepare for the final transfer of your property.

1. The Escrow Period
Escrow is a neutral third-party service that holds all funds and documents related to the sale. The escrow officer ensures that all terms of the purchase agreement are met before any money or titles change hands.

2. Inspections and Contingencies
During this time, the buyer will conduct home inspections. If there are loan or appraisal contingencies, the lender will send an appraiser to verify the property value. Once these are satisfied, the contingencies will be officially removed.

3. Title Search and Insurance
The title company will research the history of the property to ensure there are no liens or legal disputes. Title insurance will be issued to protect the buyer and lender against future claims.

4. Final Walkthrough
A few days before closing, the buyer will visit the property to ensure it is in the agreed-upon condition and that any requested repairs have been completed.

5. Signing Documents
You will meet with a notary or escrow officer to sign the final closing documents. Please bring a valid government-issued photo ID to this appointment.

6. Funding and Recording
Once all documents are signed, the lender will send the funds to escrow. The deed will then be recorded with the county recorder's office. After recording is confirmed, the sale is officially closed, and keys will be exchanged.

If you have any questions regarding these steps, please feel free to contact me directly.

Sincerely,

[Your Name]
[Your Title/Company]

[Your Phone Number]
[Your Email Address]