

Date: [Insert Date]

To: [Recipient Name/Buyer Name]

Property Address: [Insert Property Address]

Dear [Recipient Name],

We are pleased to inform you that the closing date for the property mentioned above has been scheduled. Please find the details regarding the closing and the designated escrow company below:

Closing Details:

- **Closing Date:** [Insert Date]
- **Closing Time:** [Insert Time]
- **Location:** [Insert Office Name/Address or "Remote/Electronic"]

Escrow Company Information:

- **Company Name:** [Insert Escrow Company Name]
- **Escrow Officer:** [Insert Officer Name]
- **Phone Number:** [Insert Phone Number]
- **Email Address:** [Insert Email Address]
- **Escrow/File Number:** [Insert Number]

The escrow officer will contact you shortly with specific instructions regarding the final signing process, wire transfer details, and any remaining documentation required for the transfer of title.

Please ensure that all necessary funds are available and that you have a valid form of government-issued identification ready for the signing appointment.

If you have any questions before the closing date, please feel free to reach out to me or the escrow officer directly.

Sincerely,

[Your Name]

[Your Title/Company]

[Your Phone Number]