

Date: [Insert Date]

To: [Buyer Name(s)]

Property Address: [Insert Property Address]

Congratulations on Your Accepted Offer!

Dear [Buyer Name],

Congratulations! Your offer on the property located at [Insert Property Address] has been officially accepted. We have now opened escrow, and I am excited to guide you through the next steps of your home-buying journey.

Escrow Information:

- **Escrow Company:** [Insert Company Name]
- **Escrow Officer:** [Insert Officer Name]
- **Escrow Number:** [Insert Number]
- **Earnest Money Deposit (EMD) Due Date:** [Insert Date]

Immediate Next Steps:

1. **Deposit Earnest Money:** Please follow the attached wiring instructions to send your deposit to the escrow company by the deadline listed above.
2. **Review Disclosures:** You will soon receive a package of disclosures and opening paperwork. Please review and sign these promptly.
3. **Schedule Inspections:** We will be scheduling your home inspections for [Insert Date/Time].
4. **Loan Processing:** Please contact your mortgage lender immediately to inform them that we are under contract so they can begin the appraisal process.

Important Dates & Deadlines:

- **Inspection Contingency Removal:** [Insert Date]
- **Appraisal Contingency Removal:** [Insert Date]
- **Loan Contingency Removal:** [Insert Date]
- **Scheduled Closing Date:** [Insert Date]

I will be in constant contact with you throughout this process to ensure a smooth closing. If you have any questions, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]
[Your Email Address]