

Date: [Date]

To: [Buyer Name]

Property Address: [Full Property Address]

Escrow/File Number: [File Number]

Dear [Buyer Name],

To facilitate the closing of your real estate transaction, please follow the instructions below to wire your Earnest Money Deposit (EMD).

IMPORTANT SECURITY WARNING: Fraudulent emails are common. Before sending any funds, you must call our office at [Office Phone Number] to verbally verify the account numbers listed below. Do not rely on phone numbers provided in suspicious emails.

Wiring Instructions:

- **Bank Name:** [Bank Name]
- **Bank Address:** [Bank City, State, Zip]
- **Account Name:** [Escrow Company Name]
- **Account Number:** [Account Number]
- **Routing Number (ABA):** [Routing Number]
- **Reference:** [Escrow Number] / [Buyer Last Name]

Required Steps:

1. Contact your bank to initiate the "Wire Transfer" (not an ACH transfer).
2. Ensure the reference line includes your Escrow/File number.
3. Forward a copy of the wire confirmation receipt to [Email Address].

If you have any questions, please contact your escrow officer directly.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]