

Date: [Insert Date]

To: [Buyer Name]

Property Address: [Insert Property Address]

Escrow Number: [Insert Escrow Number]

## Welcome to Escrow

Dear [Buyer Name],

We are pleased to inform you that we have opened escrow for your purchase of the property located at [Insert Property Address]. It is our privilege to act as the neutral third party to facilitate your transaction.

### Initial Steps:

- **Earnest Money Deposit:** Please deliver your initial deposit of \$[Insert Amount] to our office via [Wire Transfer/Check] by [Insert Deadline Date].
- **Opening Documentation:** Attached to this letter are the Escrow Instructions and several disclosure documents. Please sign and return these at your earliest convenience.
- **Identification:** We will require a clear copy of your government-issued photo ID for notary purposes.

### Contact Information:

Escrow Officer: [Insert Name]

Email: [Insert Email Address]

Phone: [Insert Phone Number]

**Wire Fraud Warning:** Please be advised that we will never request a change to wiring instructions via email. Always call our office at a verified phone number before initiating any wire transfer.

We look forward to working with you toward a successful closing. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name/Company Name]

[Title]