

Date: [Insert Date]

To: [Seller Name(s)]

Property Address: [Insert Property Address]

Escrow Number: [Insert Escrow Number]

Dear [Seller Name(s)],

Welcome to [Insert Escrow Company Name]. We are pleased to inform you that we have opened escrow regarding the sale of your property located at the address listed above.

Our role as the escrow holder is to act as a neutral third party to ensure all terms and conditions of your purchase agreement are met before the transfer of ownership takes place. To begin this process, please find the following documents attached for your review and signature:

- Escrow Instructions
- Seller's Statement of Information
- Payoff Demand Authorization (for any existing mortgages)
- Grant Deed
- [Insert any other required forms]

Please complete, sign, and return these documents to our office by [Insert Date] to ensure a timely closing. If you plan to have your closing proceeds wired to your bank account, please provide your wiring instructions securely via [Insert Method/Portal].

The scheduled closing date for this transaction is [Insert Closing Date]. We will keep you updated on the progress of the escrow and will contact you to schedule a final signing appointment with a notary.

Should you have any questions regarding these documents or the escrow process, please do not hesitate to contact me directly at [Insert Phone Number] or [Insert Email Address].

We look forward to working with you.

Sincerely,

[Officer Name]

Escrow Officer

[Escrow Company Name]