

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of Scheduled Final Closing

Dear [Recipient Name],

We are pleased to inform you that the final closing for the transaction regarding [Property Address or Project Name] has been officially scheduled.

Closing Details:

- **Date:** [Date of Closing]
- **Time:** [Time of Closing]
- **Location:** [Physical Address or Virtual Meeting Link]

Please ensure that you have the following items ready for the appointment:

- A valid government-issued photo ID.
- [List any specific documents required, e.g., signed contracts, proof of insurance].
- [List any financial requirements, e.g., cashier's check or wire transfer confirmation].

If there are any changes to your availability, or if you have any questions regarding the final figures or documentation, please contact us immediately at [Phone Number] or [Email Address].

We look forward to successfully finalizing this matter with you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]