

Subject: Final Steps and Clear to Close for [Property Address]

Dear [Seller Names],

We have exciting news! Your file is officially "Clear to Close." This means the lender has finished their final review, and we are ready to move toward the signing table.

To ensure a smooth closing, please review the following final steps:

- **Closing Disclosure (CD):** You will receive a final settlement statement. Please review the net proceeds and all transaction fees carefully.
- **Final Walk-Through:** The buyers will visit the property one last time, typically 24-48 hours before closing, to confirm it is in the agreed-upon condition and all repairs (if any) are complete.
- **Utilities:** Please schedule your utilities (electricity, water, gas) to be disconnected or transferred out of your name effective on the day of closing.
- **Key Collection:** Please gather all house keys, mailbox keys, garage door openers, and appliance manuals to leave on the kitchen counter or bring to the closing appointment.
- **Closing Appointment:** Our signing is scheduled for [Date] at [Time]. The location will be [Location/Title Company Address].
- **Identification:** Every person listed on the title must bring a valid, government-issued photo ID to the signing.
- **Wiring Funds:** If you are required to bring funds to closing, please ensure you follow the specific wiring instructions provided by the title company.

Please let me know if you have any questions as we head into these final days. Congratulations on reaching this milestone!

Best regards,

[Your Name]

[Your Company]

[Your Phone Number]