

Date: [Insert Date]

Property Address: [Insert Property Address]

Buyer(s): [Insert Buyer Names]

Seller(s): [Insert Seller Names]

File Number: [Insert File Number]

Dear [Recipient Name],

We are pleased to inform you that we have received the "Clear to Close" for the above-referenced transaction. All title requirements and lender conditions have been satisfied.

Settlement Appointment Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Office Name/Address or Remote Link]

Required Funds:

The final amount required for closing is \$[Insert Amount]. Please ensure funds are sent via wire transfer. We will provide secure wiring instructions separately. Please note that we do not accept personal checks or ACH transfers for closing funds.

Identification:

All parties attending the signing must bring a valid, government-issued photo ID (such as a Driver's License or Passport).

Next Steps:

Attached is the preliminary Closing Disclosure (CD) or Settlement Statement for your review. Please confirm receipt and let us know if you have any questions regarding the figures.

We look forward to a smooth closing.

Sincerely,

[Your Name/Escrow Officer Name]

[Title Company Name]

[Phone Number]

[Email Address]