

**Date:** [Insert Date]

**To:** [Borrower Name(s)]

**Property Address:** [Insert Property Address]

**Loan Number:** [Insert Loan Number]

**Subject: CONFIRMATION OF CLEAR TO CLOSE**

Dear [Borrower Name],

We are pleased to inform you that your mortgage loan has received final approval and is now officially **Clear to Close**.

The underwriting process is complete, and all prior-to-closing conditions have been satisfied. Our team is currently coordinating with the settlement agent and the lender to finalize your closing documents.

**Next Steps:**

- **Closing Disclosure (CD):** You should have received or will shortly receive your final Closing Disclosure. Please review and acknowledge this document immediately to prevent any delays.
- **Closing Date and Time:** Your closing is currently scheduled for [Date] at [Time].
- **Location:** The closing will take place at [Location/Title Company Name].
- **Funds for Closing:** You will receive instructions regarding the exact amount required for closing. Please ensure funds are sent via wire transfer or cashier's check as required by the settlement agent.
- **Identification:** Please remember to bring a valid government-issued photo ID to the signing.

If you have any questions regarding these final steps, please contact our office at [Phone Number] or [Email Address].

Congratulations on reaching this milestone. We look forward to a successful closing.

Sincerely,

[Broker Name]

[Brokerage Company Name]

[NMLS Number]