

Date: [Date]

To: [Client Name(s)]

Property Address: [Property Address]

Subject: Formal Clear to Close and Final Steps

Dear [Client Name(s)],

We are pleased to inform you that we have received the formal "Clear to Close" from the lender. This means all financing conditions have been met, and we are authorized to proceed with the final signing.

1. Closing Appointment

Your closing is scheduled for:

Date: [Date]

Time: [Time]

Location: [Office Address]

2. Identification

Please bring two forms of identification to the appointment. At least one must be a valid, government-issued photo ID (such as a Driver's License or Passport).

3. Final Funds

The final amount required for closing is \$[Amount]. Please ensure these funds are sent via **Wire Transfer** to our escrow account no later than 24 hours before the appointment. *Note: We do not accept personal checks or ACH transfers for closing costs.*

4. Final Walkthrough

Please coordinate with your real estate agent to perform a final walkthrough of the property prior to the closing time to ensure the condition is satisfactory.

5. Homeowners Insurance

Ensure that your paid-in-full homeowner's insurance policy (binder) has been delivered to our office if you have not already done so.

If you have any questions regarding these final steps, please contact our office immediately.

Sincerely,

[Attorney Name]

[Law Firm Name]

[Phone Number]

[Email Address]