

Date: [Insert Date]

To: [Buyer Name]

Property Address: [Insert Property Address]

Subject: CONFIRMATION OF CLEAR TO CLOSE

Dear [Buyer Name],

We are pleased to inform you that all contingencies and documentation requirements for the purchase of the property located at [Insert Property Address] have been satisfied. You are officially **Clear to Close**.

As this is a cash transaction, please review the following details regarding the final steps:

- **Closing Date:** [Insert Date]
- **Closing Time:** [Insert Time]
- **Location:** [Insert Office Name/Address]
- **Final Purchase Amount:** \$[Insert Amount]

Required Action:

Please ensure that the final funds are delivered via [Wire Transfer/Cashier's Check] no later than [Insert Deadline]. If you are wiring funds, please verify the wiring instructions directly with the title company or closing attorney via phone before initiating the transfer.

Please remember to bring a valid government-issued photo ID to the closing appointment.

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

Sincerely,

[Your Name]

[Your Company Name]

[Your Phone Number]