

[Date]
[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Closing Day Instructions for [Property Address]

Dear [Client Name],

As we approach the closing date for your property located at [Property Address], please review the following instructions to ensure a smooth transition on [Closing Date].

1. Appointment Time and Location

Your signing appointment is scheduled for [Time] at the offices of [Title Company/Law Firm Name]. Please arrive 15 minutes early.

2. Required Identification

You must bring two forms of identification. One must be a valid, government-issued photo ID (such as a Driver's License or Passport).

3. Funds Required

The final amount required for closing is \$[Amount]. Please ensure funds are provided via [Wire Transfer/Certified Check] payable to [Payee Name]. If wiring, please confirm wire instructions directly with the title company by phone before sending.

4. Items to Bring

Please bring all sets of keys, garage door openers, and any alarm codes or smart home login information to the closing table.

5. Utilities

Please ensure that all utility accounts (electricity, water, gas) are scheduled for transfer or disconnection effective as of the closing date.

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

Sincerely,

[Your Name]
[Your Company Name]
[Your Title]