

Date: [Insert Date]

To: [Insert Escrow or Title Company Name]

Address: [Insert Company Address]

City, State, Zip: [Insert City, State, Zip]

Re: Escrow/File Number: [Insert Number]

Property Address: [Insert Property Address]

Dear [Insert Contact Name or Closing Agent],

Please find enclosed the certified funds required for the closing costs associated with the purchase of the above-referenced property.

The enclosed payment is provided in the form of a [Insert Type: e.g., Cashier's Check / Official Bank Check] in the amount of \$[Insert Amount].

Check Number: [Insert Check Number]

Issuing Bank: [Insert Bank Name]

Please acknowledge receipt of these funds and apply them toward the final settlement for the closing scheduled on [Insert Closing Date].

If you have any questions or require additional documentation, please contact me at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]