

Date: [Insert Date]

To: [Recipient Name/Client Name]

Address: [Recipient Address]

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

RE: Final Title Commitment and Settlement Preparation

Property Address: [Insert Property Address]

File Number: [Insert File Number]

Dear [Recipient Name],

We are pleased to inform you that we have completed the title search for the above-referenced property. Please find the Final Title Commitment attached for your review.

Requirement Actions:

To ensure a smooth settlement process, please review Schedule B-I of the commitment. The following items must be addressed or provided prior to closing:

- [Requirement 1: e.g., Proof of payoff for existing mortgage]
- [Requirement 2: e.g., Valid government-issued photo identification]
- [Requirement 3: e.g., Signed marital status affidavit]
- [Requirement 4: e.g., Power of Attorney documents, if applicable]

Closing Details:

The settlement is currently scheduled as follows:

Date: [Insert Closing Date]

Time: [Insert Closing Time]

Location: [Insert Closing Location/Office Address]

Funds for Closing:

Please be advised that all funds required for closing must be delivered in the form of a wire transfer. We will provide secure wiring instructions via a separate, encrypted communication. For your protection, please verify all wiring instructions by phone before initiating any transfer.

If you have any questions regarding the title commitment or the upcoming settlement, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Closing Officer Name]

[Company Name]

[Phone Number]