

Date: [Insert Date]

To: [Recipient Name]

Property Address: [Insert Property Address]

File/Escrow Number: [Insert Number]

Dear [Recipient Name],

In preparation for the closing of the above-referenced transaction, please find the official wiring instructions for the transfer of closing funds below.

WIRING DETAILS:

- **Bank Name:** [Insert Bank Name]
- **Bank Address:** [Insert Bank Address]
- **Account Name:** [Insert Account Name]
- **Account Number:** [Insert Account Number]
- **Routing Number (ABA):** [Insert Routing Number]
- **Reference/Swift Code:** [Insert Reference or File Number]
- **Amount to Wire:** \$[Insert Amount]

IMPORTANT SECURITY NOTICE:

To prevent wire fraud, please verify these instructions by calling our office at [Insert Phone Number] using a known or independently verified phone number before initiating the transfer. Do not rely solely on email communications, as email accounts can be compromised.

Please ensure the wire is initiated at least 24 hours prior to the scheduled closing to ensure the funds are received and cleared in time.

If you have any questions, please contact us immediately.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]

[Email Address]