

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Wiring Instructions for Closing Deposit

Property Address: [Property Address]
Escrow/File Number: [File Number]

Dear [Recipient Name],

To facilitate the closing of your transaction, please use the following information to wire your deposit funds:

Bank Name: [Bank Name]
Bank Address: [Bank Address]
Account Name: [Account Name]
Account Number: [Account Number]
Routing Number (ABA): [Routing Number]
Reference/Memo: [File Number / Property Address]

IMPORTANT SECURITY NOTICE: Please verify these instructions by calling our office at [Phone Number] using a known or independently verified number before initiating the wire. Do not rely solely on email communications, as wire fraud is a significant risk in real estate transactions.

Please notify us once the wire has been initiated so we can confirm receipt of the funds.

Sincerely,

[Your Name/Company Name]
[Your Title]
[Your Phone Number]