

**DATE:** [Insert Date]

**TO:** [Buyer Name]  
[Buyer Address]  
[City, State, Zip Code]

**RE: Demand for Closing Funds**

**Property Address:** [Insert Property Address]

**Escrow/File Number:** [Insert Number]

**Scheduled Closing Date:** [Insert Date]

Dear [Buyer Name],

This letter serves as a formal demand for the remaining funds required to complete the closing of the above-referenced real estate transaction.

According to the final Closing Disclosure / Settlement Statement, the total amount due from you is **[\$[Insert Amount]]**. These funds must be received in the form of a [Wire Transfer / Cashier's Check] no later than [Insert Time] on [Insert Date].

Please find the necessary payment instructions below:

- **Payable To:** [Insert Title Company/Escrow Agent Name]
- **Bank Name:** [Insert Bank Name]
- **Account Number:** [Insert Account Number]
- **Routing Number:** [Insert Routing Number]
- **Reference:** [Insert Escrow/File Number]

Failure to provide the required funds by the deadline may result in a delay of the closing or a breach of the Purchase Agreement, which may subject you to penalties or the cancellation of the contract.

If you have already initiated the transfer, please provide a confirmation number or receipt to our office immediately.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]

[Your Email]