

**Date:** [Insert Date]

**To:** [Recipient Name/Closing Agent/Escrow Officer]

**Company:** [Company Name]

**Address:** [Company Address]

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

**RE: Demand for Closing Funds**

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

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

**Closing Date:** [Insert Date]

To Whom It May Concern,

This letter serves as a formal demand for the final closing figures and wire transfer instructions regarding the above-referenced cash transaction.

As this is a non-financed, cash purchase, please provide the following immediately:

- **Final Closing Statement (HUD-1 or ALTA):** Outlining the final purchase price, prorations, and credits.
- **Total Balance Due:** The exact "cash to close" amount required from the buyer.
- **Wiring Instructions:** Verified bank account details for the secure electronic transfer of funds.

The funds are ready for immediate disbursement to ensure a timely closing on or before the scheduled date of [Insert Closing Date]. Please confirm receipt of this request and provide the requested documents via [Email/Fax/Phone].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]