

**DATE:** [Current Date]

**TO:** [Buyer Name(s)]

**VIA:** [Email Address / Certified Mail]

**RE:** DEMAND FOR CLOSING FUNDS

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

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

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

Dear [Buyer Name],

In preparation for the closing of the above-referenced real estate transaction, this letter serves as a formal demand for the remaining funds required to complete your purchase.

Based on the final Closing Disclosure / Settlement Statement, the total amount due from you is: **[\$Amount Due]**.

To ensure the timely closing of this transaction and the subsequent recording of the deed, these funds must be received in our escrow account no later than [Time] on [Date].

**Wiring Instructions:**

Please use the following information to initiate your wire transfer. Note that for security purposes, you should verbally confirm these instructions with our office at [Phone Number] before initiating the transfer.

Bank Name: [Bank Name]

Account Name: [Title Company Name] Escrow Account

Account Number: [Account Number]

Routing Number: [Routing Number]

Reference: [File Number / Property Address]

**Important Notices:**

- We do not accept personal checks or ACH transfers for closing funds.
- Funds must be sent via Wire Transfer only.
- Failure to deliver funds by the deadline may result in a delay of closing or a breach of the purchase contract.

Please contact your Escrow Officer, [Officer Name], at [Phone Number] or [Email] immediately once the wire has been initiated so that we may track the incoming credit.

Sincerely,

[Your Name/Signature]  
[Title/Position]  
[Title Company Name]