

**Date:** [Insert Date]

**To:** [Borrower/Buyer Name]

**Address:** [Insert Address]

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

**Re: Pre-Closing Shortage Demand for Closing Funds**

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

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

Dear [Insert Name],

In preparation for the upcoming closing scheduled for [Insert Closing Date], we have completed a final review of the closing statement and required disbursements.

Upon final calculation, it has been determined that there is a shortage of funds required to complete this transaction. The current balance provided is insufficient to cover the total closing costs, down payment, and necessary adjustments.

**Shortage Amount Due:** \$[Insert Amount]

To ensure that the closing proceeds as scheduled without delay, please provide the remaining funds no later than [Insert Deadline Time/Date]. Funds must be submitted via [Insert Method, e.g., Wire Transfer or Cashier's Check].

**Wiring Instructions:**

Bank Name: [Insert Bank Name]

Account Name: [Insert Account Name]

Account Number: [Insert Account Number]

Routing Number: [Insert Routing Number]

Failure to provide these funds by the specified time may result in the postponement of the closing and potential late fees or breach of contract penalties as outlined in your purchase agreement.

If you have any questions regarding the breakdown of these costs, please contact our office immediately at [Insert Phone Number].

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Contact Information]