

DATE: [Insert Date]

TO: [Lender Name]

ATTENTION: [Department/Contact Person]

VIA: [Email/Fax]

RE: DEMAND FOR CLOSING FUNDS

Borrower: [Borrower Name(s)]

Property Address: [Full Property Address]

Loan Number: [Loan Number]

Scheduled Closing Date: [Closing Date]

To Whom It May Concern,

Pursuant to the closing instructions and the finalized Closing Disclosure for the above-referenced transaction, we hereby request the immediate wire transfer of the net loan proceeds required for closing.

TOTAL AMOUNT DUE: \$[Amount]

Please transmit the funds to the following account:

Bank Name: [Receiving Bank Name]

Account Name: [Title Company/Escrow Agent Name]

Account Number: [Account Number]

Routing Number (ABA): [9-Digit Routing Number]

Reference: [File Number / Borrower Last Name]

Failure to receive funds by [Time] on [Date] may result in a delay of recording and/or the accrual of additional per diem interest. Please provide a federal reference number once the wire has been initiated.

If you have any questions regarding this request, please contact [Contact Name] at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]