

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Notice of Clear to Close

Property Address: [Property Full Address]

Loan Number: [Loan Number]

Closing Date: [Scheduled Closing Date]

Dear [Recipient Name],

We are pleased to inform you that the above-referenced mortgage transaction has reached **Clear to Close** status. All underwriting conditions have been met and the file has been formally approved for funding.

The final closing figures and Closing Disclosure (CD) are being finalized. Please take note of the following next steps:

- **Closing Appointment:** Your closing is scheduled for [Time] at [Location/Title Company Name].
- **Identification:** Please bring a valid, government-issued photo ID to the appointment.
- **Funds:** You will receive specific instructions regarding the final amount required for closing. These funds must typically be provided via wire transfer or certified check.

Should you have any questions regarding the final documents or the signing process, please contact [Contact Name] at [Phone Number] or [Email Address].

Congratulations on reaching this milestone. We look forward to a successful closing.

Sincerely,

[Your Name]

[Your Title]

[Company Name]