

Date: [Date]

To: [Client Name/Real Estate Agent Name]

Subject: GREAT NEWS: Clear to Close - [Property Address]

Dear [Recipient Name],

I am excited to announce that we have received the official "Clear to Close" for the property located at:

[Property Address]

This means the underwriting process is complete, all conditions have been met, and we are ready to move to the signing table.

Next Steps:

- **Closing Disclosure (CD):** The final Closing Disclosure will be sent for review and signature.
- **Final Walkthrough:** Please coordinate with your agent to schedule the final walkthrough of the property.
- **Closing Appointment:** The signing is scheduled for [Date] at [Time] at [Location/Title Company].
- **Funds for Closing:** You will receive instructions regarding the exact amount and method (Wire Transfer or Cashier's Check) required for closing.

Please remember to bring a valid government-issued photo ID to the appointment.

Congratulations on reaching this milestone! If you have any questions before we meet at the closing table, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Phone Number]

[Email Address]