

Date: [Insert Date]

To: [Title Company Name]

Attention: [Escrow Officer Name]

Property Address: [Insert Full Property Address]

File/Escrow Number: [Insert Number]

RE: EXPEDITED CLOSING INSTRUCTIONS

Dear [Escrow Officer Name],

This letter serves as formal instruction to expedite the closing process for the above-referenced transaction. All parties have agreed to a target closing date of **[Insert Date]**.

To facilitate a quick closing, please prioritize the following:

- **Title Commitment:** Please deliver the preliminary title report and commitment immediately for review.
- **Payoff Statements:** Please request all necessary mortgage and lien payoff statements today.
- **HOA Documents:** (If applicable) Please request the HOA closing statement and transfer requirements immediately.
- **Closing Disclosure (CD):** Please coordinate with the lender to ensure the CD is issued to the buyer no later than [Insert Date] to satisfy the mandatory waiting period.
- **Wiring Instructions:** Please provide secure wiring instructions for the earnest money deposit and closing funds at your earliest convenience.

Please notify all parties immediately if there are any title clouds, missing documentation, or logistical hurdles that may delay the scheduled signing.

We appreciate your cooperation in meeting this deadline. Should you have any questions, please contact [Name] at [Phone Number] or [Email].

Sincerely,

[Your Name/Signature]

[Your Role: e.g., Buyer, Seller, or Agent]

[Your Phone Number]