

**DATE:** [Current Date]

**TO:** [Escrow Company Name]

**ATTN:** [Escrow Officer Name]

**ESCROW NUMBER:** [Escrow Number]

**RE: SWIFT CLOSING ESCROW INSTRUCTIONS**

Property Address: [Full Property Address]

Dear [Escrow Officer Name],

These instructions are provided to facilitate an expedited "Swift Closing" for the above-referenced transaction. All parties have agreed to accelerate the closing process to meet the target closing date of [Target Date].

You are hereby authorized and instructed to perform the following immediately:

- **Document Preparation:** Prepare all necessary deeds, affidavits, and closing statements for immediate signature.
- **Title Clearance:** Clear any remaining title encumbrances or requirements as outlined in the preliminary title report.
- **Funds Disbursement:** Upon receipt of all required funds and signed documents, proceed to record the deed and disburse funds to the respective parties without delay.
- **Preregistration/E-Recording:** Utilize electronic recording services where available to ensure same-day confirmation of transfer.

**Funding Information:**

Buyer's funds will be delivered via wire transfer on [Date]. Seller's payoff information is attached herewith.

Please notify all parties immediately if any additional documentation is required to finalize this closing by the requested date. Time is of the essence.

Sincerely,

[Your Name/Authorized Signature]

[Your Title/Role]

[Your Phone Number]

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**Acknowledged and Accepted:**

Buyer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Seller Signature: \_\_\_\_\_ Date: \_\_\_\_\_