

Date: [Date]

Property Address: [Property Address]

File Number: [File Number]

Dear [Buyer Name],

Congratulations on your upcoming property purchase. To facilitate your remote closing, please follow the instructions below to ensure all documents are executed correctly and returned on time.

1. Document Package

Attached to this email is your digital closing package. Please print the documents on standard letter-size (8.5" x 11") white paper. Do not print double-sided.

2. Notarization Requirements

Several documents in this package require a Notary Public. Please do not sign any document that has a "Notary Block" until you are in the physical presence of a licensed Notary. You will be required to show valid government-issued photo identification.

3. Signing Instructions

- Use blue or black ink only.
- Sign your name exactly as it is printed under the signature lines.
- Do not use white-out or make any manual alterations to the text of the documents.

4. Funding and Wire Transfers

The final "Cash to Close" amount is \$[Amount]. Please ensure that funds are sent via wire transfer no later than [Date/Time]. Contact our office via a verified phone number to confirm wiring instructions before initiating the transfer.

5. Returning Documents

Once the documents are signed and notarized, please perform the following:

- Scan and email a complete copy of the signed set to [Email Address] for preliminary review.
- Send the original physical documents via overnight courier (UPS/FedEx) using the enclosed prepaid shipping label to: [Return Address].

If you have any questions regarding these instructions, please contact us at [Phone Number].

Sincerely,

[Sender Name]
[Company Name]
[Contact Information]