

[Date]

[Seller Name]

[Seller Address]

[City, State, Zip Code]

RE: Remote Closing Instructions for Property: [Property Address]

Dear [Seller Name],

In preparation for the upcoming closing of your property scheduled for [Closing Date], please follow the instructions below to complete your remote signing process:

1. Document Delivery:

The closing package will be sent to you via [Email/Overnight Courier]. Please confirm receipt once the package arrives.

2. Notary Requirements:

You must sign the deed and all required affidavits in the presence of a licensed Notary Public. Please ensure you have a valid government-issued photo ID available for verification.

3. Signing Instructions:

- Use blue or black ink only.
- Do not leave any signature lines or dates blank.
- Ensure your name is signed exactly as printed on the documents.

4. Returning Documents:

Once the signing is complete, please return the original executed documents using the provided prepaid [UPS/FedEx] shipping label. Documents must be dropped off by [Time] on [Date] to ensure timely funding.

5. Disbursement of Funds:

Proceeds will be issued via [Wire Transfer/Check] once the signed documents have been received and verified by our office. If you have requested a wire, please ensure the provided wiring instructions are accurate.

If you have any questions regarding these instructions or the documents provided, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]