

Date: [Date]

To: [Recipient Name]

Property Address: [Property Address]

File Number: [File Number]

Dear [Recipient Name],

Enclosed are the closing documents required for your real estate transaction. Please follow these instructions carefully to ensure a timely and successful closing.

1. Review and Signing

Please review all documents for accuracy. Do not sign or date any documents until you are in the presence of a licensed Notary Public.

2. Notarization Requirements

The documents marked with a "Notary Seal" flag must be signed in the presence of a Notary. Please ensure the Notary includes their stamp/seal and that the expiration date of their commission is visible.

3. Identification

The Notary will require a valid government-issued photo ID (e.g., Driver's License or Passport). Please include a clear photocopy of your ID with the returned package.

4. Signing Instructions

- Use black ink only.
- Sign your name exactly as it is printed under the signature lines.
- Do not use white-out or make any cross-outs. If a mistake occurs, please contact us immediately.

5. Returning the Package

Once all documents are signed and notarized, please return the entire original package using the enclosed pre-paid shipping label. The documents must be received by our office no later than [Date/Time].

6. Funding

If you are required to provide funds for closing, please follow the wire transfer instructions previously provided. No personal checks will be accepted.

If you have any questions during the signing process, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]