

Date: [Insert Date]

To: [Client Name]

Property Address: [Insert Property Address]

File Number: [Insert File Number]

Dear [Client Name],

Congratulations on your upcoming real estate closing. As you have requested a remote closing, please follow the instructions below to ensure a smooth and timely process.

1. Document Delivery

We have enclosed the formal closing package. Please do not sign any documents until you are in the presence of a certified Notary Public.

2. Notarization Requirements

You must schedule an appointment with a licensed Notary Public in your area. All signatures must be witnessed by the notary. Please ensure the notary applies their official seal and includes the expiration date of their commission on all required pages.

3. Identification

You will need to present a valid, government-issued photo ID (such as a Driver's License or Passport) to the notary. Please include a clear photocopy of this ID when you return your signed documents.

4. Funding and Wire Transfers

If you are required to bring funds to closing, please use the following wire instructions:

- Bank Name: [Insert Bank Name]
- Account Name: [Insert Account Name]
- Routing Number: [Insert Routing Number]
- Account Number: [Insert Account Number]

Note: Always call our office at [Phone Number] to verify wire instructions before sending funds.

5. Returning the Package

Once all documents are signed and notarized, please return the original physical documents to our office via the prepaid overnight shipping label provided. Documents must be dropped off by [Insert Time] on [Insert Date] to ensure funding occurs on schedule.

If you have any questions regarding these documents, please contact your escrow officer at [Phone Number] or [Email Address].

Sincerely,

[Name of Escrow Officer]
[Title Company Name]