

Date: [Insert Date]

To: [Recipient Name]

Property Address: [Insert Property Address]

File Number: [Insert File Number]

Subject: Instructions for Out-of-State Remote Closing

Dear [Recipient Name],

To facilitate your upcoming remote closing, please follow the instructions below to ensure all documents are executed correctly and returned in a timely manner.

1. Notarization Requirements

You must sign the enclosed documents in the presence of a licensed Notary Public in your state. Please ensure the Notary includes their seal and expiration date on all required pages.

2. Identification

The Notary will require a valid, government-issued photo ID (such as a Driver's License or Passport) to verify your identity. Please include a clear photocopy of this ID when returning your documents.

3. Signing Instructions

- Use black ink only.
- Do not use white-out or make any alterations to the documents.
- Ensure your signature matches your name as printed on the documents exactly.
- Review all pages to ensure no signatures or initials were missed.

4. Funding and Original Documents

We cannot fund this transaction until we receive the original, wet-ink signed documents. Please use the enclosed prepaid shipping label to return the documents immediately after signing.

5. Wiring Funds (If Applicable)

If you are required to bring funds to closing, please wire them to our office at least 24 hours prior to the closing date. Please call our office directly to verify wiring instructions before initiating any transfer to prevent fraud.

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

Sincerely,

[Sender Name]
[Company Name]
[Phone Number]