

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Remote Closing Instructions for [Property Address / Loan Number]

Dear [Client Name],

We are pleased to proceed with the remote closing of your transaction. To ensure a smooth electronic signature (e-signature) process, please follow the instructions outlined below:

1. Accessing Your Documents

You will receive an email from [E-Signature Platform Name, e.g., DocuSign] shortly. Click the "Review Document" or "Start Signing" link within that email to access your secure signing portal.

2. Identity Verification

For security purposes, you may be required to verify your identity. Please have a valid government-issued photo ID (Driver's License or Passport) available. You may be asked to upload a photo of your ID or answer security questions.

3. Review and Sign

Once inside the portal, please carefully review all documents. Follow the prompts to adopt an electronic signature and click on each required signature, initial, or date field. Do not finish the session until you receive a notification that the process is complete.

4. Notarization (If Applicable)

If your closing requires Remote Online Notarization (RON), you will be connected to a live notary via a video call. Ensure you are in a quiet, well-lit area with a stable internet connection and a working webcam/microphone.

5. Finalizing

After all parties have signed, you will automatically receive a digital copy of the fully executed documents for your records.

Important Deadlines:

All documents must be electronically signed no later than [Date] at [Time]. Failure to complete the signatures by this time may result in a delay in funding or recording.

If you experience any technical difficulties or have questions regarding the documents, please contact our office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]