

[Date]

[Buyer Name]

[Buyer Address]

[City, State, Zip]

RE: Remote Closing Instructions for [Property Address]

Dear [Buyer Name],

Congratulations on your upcoming cash purchase. To facilitate a remote closing, please follow the instructions outlined below to ensure all documents are executed correctly and funds are received on time.

1. Document Package

The closing package is attached to this email. Please print all documents. Do not sign any documents until you are in the presence of a mobile notary public.

2. Notarization Requirements

The following documents require a Notary acknowledgement:

- [Document Name 1]
- [Document Name 2]

Please ensure the notary applies their seal clearly and signs where indicated.

3. Identification

You must provide a clear photocopy of a valid government-issued photo ID (Driver's License or Passport) to be returned with your signed paperwork.

4. Funding Instructions

Since this is a cash transaction, funds must be sent via Wire Transfer.

- **Total Amount Due:** \$[Amount]
- **Bank Name:** [Bank Name]
- **Account Name:** [Account Name]
- **Routing Number:** [Routing Number]
- **Account Number:** [Account Number]

Note: Please confirm wiring instructions via phone before initiating the transfer to prevent fraud.

5. Return Shipping

Once signed and notarized, please return the original documents via overnight delivery using the enclosed prepaid [FedEx/UPS] label. Documents must be dropped off by [Time] on [Date] to ensure a timely recording.

If you have any questions regarding these instructions, please contact [Name] at [Phone Number].

Sincerely,

[Your Name/Company Name]
[Phone Number]
[Email Address]