

Date: [Insert Date]

Property Address: [Insert Property Address]

File Number: [Insert File Number]

WIRE TRANSFER INSTRUCTIONS FOR REMOTE CLOSING

Dear [Recipient Name],

In preparation for your upcoming remote closing, please follow the instructions below to ensure the secure and timely transfer of funds. To prevent wire fraud, please verify these instructions via a known phone number before initiating any transaction.

1. RECIPIENT BANKING INFORMATION

Bank Name: [Insert Bank Name]

Account Name: [Insert Account Name/Escrow Account]

Routing Number (ABA): [Insert 9-Digit Routing Number]

Account Number: [Insert Account Number]

Bank Address: [Insert Bank City, State, Zip]

2. TRANSACTION DETAILS

Amount to Wire: \$[Insert Amount]

Reference/Memo: [Insert File Number and Buyer Name]

3. IMPORTANT SECURITY NOTICE

Warning: Wire fraud is a significant risk. We will never change our wiring instructions via email. If you receive an email requesting that you send funds to a different account than what is listed above, do not send the wire and contact our office immediately at [Insert Phone Number].

4. SUBMISSION DEADLINE

To ensure your closing remains on schedule, please initiate the wire transfer no later than [Insert Time/Time Zone] on [Insert Date]. Funds must be "Cleared Funds" in our account before the closing can be finalized and documents recorded.

Once the wire has been initiated, please email a copy of the federal wire confirmation receipt to [Insert Email Address].

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]

[Email Address]