

[Your Name/Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Recipient Name]
[Address]
[City, State, Zip Code]

RE: Final Closing Coordination - [Property Address or Case Reference Number]

Dear [Recipient Name],

We are pleased to inform you that we are moving toward the final closing of the above-referenced matter. To ensure a timely completion, we need to coordinate the formal signing of all final documents.

The closing has been scheduled for:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Physical Address or Virtual Platform Link]

Please come prepared with the following items:

- A valid government-issued photo ID (Driver's License or Passport).
- Any additional requested documentation: [List any specific documents].
- [If applicable] Certified funds or wire confirmation in the amount of \$[Amount].

Please confirm your attendance by [Date/Time] by replying to this email or calling our office at [Phone Number]. If you have any questions regarding the documents or the closing process, please contact us immediately.

We look forward to successfully finalizing this transaction.

Sincerely,

[Signature]
[Print Name]
[Title]