

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Welcome - Your Path to a Seamless Closing

Dear [Client Name],

Congratulations on reaching this exciting milestone! My name is [Your Name] and I am your [Title/Role] at [Company Name]. Our goal is to ensure that your closing process is efficient, transparent, and completely seamless.

To help you prepare, here is what you can expect in the coming days:

- **Document Review:** We will provide all necessary paperwork electronically for your early review.
- **Timeline Updates:** You will receive regular status updates regarding inspections, appraisals, and final approvals.
- **Clear Communication:** I will be your primary point of contact for any questions regarding your closing costs or scheduling.

Attached to this letter is a "Closing Checklist" to help you gather the required identification and information needed for the final signing.

We are honored to be part of this journey with you. If you have any immediate questions, please feel free to reach out to me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Company Name]

[Your Website]