[Date]

[Buyer/Seller Name]
[Street Address]
[City, State, Zip Code]

RE: Out-Of-State Closing Process and Timeline for Property: [Property Address]

Dear [Client Name],

As you are currently located out-of-state, we have prepared this guide to outline the closing process and the expected escrow timeline to ensure a smooth transaction.

1. Initial Escrow Opening (Days 1-3)
Once the contract is signed, the escrow account is opened. You will receive initial disclosures and opening documents via [Email/Secure Portal]. Please sign and return these promptly.

2. Inspection and Appraisal (Days 3-14)
During this period, inspections and appraisals are conducted. While you do not need to be present, we will coordinate access and provide you with digital copies of all reports.

3. Document Notarization (Days 20-25)
Since you are out-of-state, your closing documents will require notarization. You have two primary options:
- **Mobile Notary:** We can schedule a notary to meet you at your location.
- **Remote Online Notarization (RON):** If permitted by state law, you can sign via a secure video call.

4. Funding and Recording (Days 28-30)
Once the notarized documents are received by the escrow office, the lender will release the funds. After the county records the deed, the sale is officially closed.

Important Deadlines:
- Earnest Money Deposit Due: [Date]
- Contingency Removal Date: [Date]
- Estimated Closing Date: [Date]

Out-of-State Reminders:
- **Wire Transfers:** Please verify all wire instructions via phone with our office before sending funds to prevent fraud.
- **Mail Time:** If physical documents are required, please use overnight courier services (FedEx/UPS) to avoid delays.

If you have any questions regarding this timeline, please contact us at [Phone Number] or [Email].

Sincerely,

[Your Name]
[Title]
[Company Name]