

**Date:** [Insert Date]

**To:** [Name of Attorney/Escrow Agent/Title Company]

**Address:** [Insert Address]

**Email:** [Insert Email]

**Phone:** [Insert Phone Number]

**RE: LETTER OF INSTRUCTION**

**Property Address:** [Insert Full Property Address]

**File/Escrow Number:** [Insert Number, if known]

**Buyer(s):** [Insert Name of Buyer(s)]

**Seller(s):** [Insert Name of Seller(s)]

Dear [Name of Contact Person],

This letter serves as formal instruction regarding the residential real estate purchase transaction for the property mentioned above. Please proceed with the necessary steps to facilitate a timely closing.

**1. Documentation and Title:**

Please perform a title search and provide a preliminary title report for review. Ensure all liens, encumbrances, and clouds on title are cleared prior to the closing date.

**2. Financial Instructions:**

The purchase price for the property is \$[Insert Amount]. Please prepare the Settlement Statement (HUD-1 or Closing Disclosure) reflecting the following:

- Earnest Money Deposit held by [Name of Entity] in the amount of \$[Amount].
- New Loan Amount from [Lender Name] in the amount of \$[Amount].
- Seller credits for repairs or closing costs in the amount of \$[Amount].
- Preregistration of taxes, HOA fees, and utilities as of the date of closing.

**3. Vesting:**

Title to the property shall be taken as: [Insert Full Name(s) and Vesting Method, e.g., Husband and Wife as Joint Tenants].

**4. Closing Date:**

The scheduled closing date is [Insert Date]. Please notify all parties immediately if any issues arise that may delay this timeline.

**5. Delivery of Funds:**

Wiring instructions for the balance of the down payment and closing costs should be sent securely to the Buyer at [Insert Email/Phone].

**6. Distribution of Documents:**

Upon completion, please provide recorded copies of the Deed and the final Title Insurance Policy to the Buyer at the address below.

Sincerely,

[Signature of Buyer]

[Printed Name of Buyer]

[Current Mailing Address]

[Phone Number]