

Mortgage Loan Closing Instructions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to provide you with the closing instructions for your mortgage loan application. Please review the following details carefully to ensure a smooth closing process.

Closing Date

The closing is scheduled for [Insert Closing Date].

Location

The closing will take place at [Insert Location].

Documents Required

- Government-issued photo ID
- Proof of insurance
- Closing Disclosure
- Additional documents as previously requested

Funds Required

Please ensure that a certified check or wire transfer is arranged for the amount of [Insert Amount] payable to [Insert Payee].

Contact Information

If you have any questions or need assistance, please contact us at [Insert Contact Information].

Thank you for your attention to these details. We look forward to assisting you with your mortgage loan closing.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]