Date

Name
Address
City, State, Zip

Dear [NAME],

Everything is just about ready, and the closing is scheduled for [CLOSING DATE AND TIME].

I just wanted to go over a little about what happens at the closing. As the seller, you'll sign the closing statement as well as the title that transfers ownership to the new owners, who will in turn sign the closing documents.

Should you have any questions between now and [CLOSING DATE], you can reach me at [PHONE]. I appreciate the opportunity to help you with all your real estate needs.

Sincerely,

[NAME]

[TITLE]