

To: XXX Title
Att: XXX officer
Ref: Open New Escrow
Date: XXX
Pages: 5 total

Dear XXX,

Please open an escrow for the purchase and sale of the following transaction. We will provide all the payoff statements needed close the transaction.

Property: XXXXX

Owners(s): XXXXX

Creditors: XXXXXX
XXXXXX

Loan Numbers: XXXXXXXX
XXXXXXXX

Homeowners Address: XXXXXXXX
XXXXXXXX

Telephone Number: XXXXXXXX

Enclosed with this request are the following documents:

1. Purchase and Sale Agreement - (2) pages.
2. Earnest Money Promissory Note – (1) page.
3. Addendum A - (2) pages.

Sincerely,

Your Name