



Opening Escrow Email Template.

Send below information without buyer information to everyone and send buyer information only to the escrow team and your TC. The listing team or opposing team should never receive your clients information so make sure to remove them from the email thread before sending

Hello Thank you for accepting our offer!

My team and I look forward to a quick and seamless escrow. In order to streamline communication, please make sure to copy the following people on any and all relevant communication.

Transaction Coordinator: (Below is who Lilliana Uses)

Jennifer Hayhurst
askmytcjenn@gmail.com

My Partner:

Lilliana Matos
Lilliana@therise.group

Lender:

First and Last Name
Email

If you have not already done so, at your earliest convenience please send a copy of the fully executed RPA along with any counters and opening packages directly to our TC (askmytcjenn@gmail.com)

Buyer 1:

Name
Email
Phone Number

Buyer 2:

Name
Email
Phone Number

Again, thank you for the opportunity and we look forward to a quick and easy transaction.

Best,