



THE MATOS GROUP
— REAL ESTATE —

Opening Escrow Email Template

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:

Jennifer Hayhurst
askmytcjenn@gmail.com

My Partner:

Lilliana Matos
Lilliana@matosgroupre.com

Lender:

Joseph Ruiz
Joseph@matosgroupre.com

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,