

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Activation of Your Online Escrow Portal

Dear [Recipient Name],

We are pleased to inform you that your online escrow portal for [Property Address or Transaction ID] is now ready for activation.

This portal allows you to securely view your transaction status, upload necessary documentation, and track your escrow account balance in real-time.

Activation Details:

- **Portal Link:** [Insert URL]
- **Username:** [Insert Email/Username]
- **Temporary Password:** [Insert Temporary Password]

Steps to Activate:

1. Visit the portal link provided above.
2. Log in using your username and temporary password.
3. Follow the prompts to create a new, secure password.
4. Verify your contact information and notification preferences.

For your security, this temporary password will expire in [Number] hours. If you did not request this access or if you encounter any technical issues, please contact our support team immediately at [Phone Number] or [Email Address].

Thank you for choosing [Company Name].

Sincerely,

[Your Name/Department Name]

[Company Name]

[Company Phone Number]