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**From:** Wayne Pierce  
**Sent:** Tuesday, November 23, 2021 11:25 AM  
**To:** Sales; Mortgage Support Center  
**Cc:** Dawn Brimer; Danielle Lemmons  
**Subject:** Closings

Good morning. I hope everyone is having a great Tuesday. I wanted to touch base with everyone for some assistance. With the holiday closures we are starting to have some issues with closings. We are having some title companies that are not getting numbers back to us until the afternoon of the day before closing. This causes the closer to have to drop what they are doing and address that file which then puts them behind on other files. Please make sure when you are scheduling your closings that everyone is on the same page and the title company will be able to accommodate the closing and not wait until the last minute to get us numbers. We will continue to do our best to keep everyone happy, but each time we have to make last minute adjustments or changes that puts someone else's file on the back burner. Please remember this when scheduling your closings.

Thanks,

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