

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Delivery of Owner's Title Insurance Policy**

Property Address: [Property Address]  
Escrow Number: [Escrow/File Number]  
Policy Number: [Policy Number]

Dear [Recipient Name],

Enclosed please find your original Owner's Policy of Title Insurance issued by [Title Insurance Company Name] in connection with your recent real estate transaction.

This document is an important legal record that confirms your ownership interest and provides insurance coverage for the property. We recommend that you review the policy carefully and keep it in a safe place, such as a safe deposit box or a secure digital file, for as long as you or your heirs have an interest in the property.

Please note that this completes our requirements regarding the delivery of your title insurance. If you have any questions regarding the terms or coverage of this policy, please contact [Title Insurance Company Name] directly at [Phone Number].

Thank you for choosing [Escrow Company Name] to assist with your closing. It was a pleasure working with you.

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Escrow Company Name]

Enclosure: Owner's Policy of Title Insurance