

[Date]

[Borrower Name]  
[Property Address]  
[City, State, Zip Code]

Re: Title Insurance Policy for Refinance Transaction

Property: [Property Address]  
Loan Number: [Loan Number]  
File Number: [File Number]

Dear [Borrower Name],

Congratulations on the completion of your recent mortgage refinance. Enclosed please find the original Owner's Policy of Title Insurance (if applicable) and/or the Lender's Policy of Title Insurance regarding the property referenced above.

Title insurance provides protection against potential claims or legal challenges regarding the ownership of your property. These documents are important legal records and should be kept in a safe and secure place along with your other permanent closing documents.

Please review the documents to ensure all information is correct. If you have any questions regarding your policy or if you notice any discrepancies, please contact our office at [Phone Number] or via email at [Email Address].

Thank you for choosing [Company Name] to handle your title needs. It has been a pleasure assisting you with this transaction.

Sincerely,

[Your Name/Representative Name]  
[Company Name]  
[Phone Number]

Enclosures: [List of specific policy documents]