

Date: [Date]

[Lender Name]

[Department Name]

[Street Address]

[City, State, Zip Code]

RE: Post-Closing Documentation Delivery

Borrower Name: [Borrower Name]

Loan Number: [Loan Number]

Property Address: [Property Address]

Closing Date: [Closing Date]

Dear [Contact Name or Department],

Please find enclosed the post-closing document binder for the above-referenced loan. This package contains the original recorded documents and final title policy as required by your closing instructions.

The binder includes the following documents:

- Original Recorded Mortgage / Deed of Trust
- Final Title Insurance Policy
- Executed Closing Disclosure
- Original Signed Promissory Note (if not previously sent)
- Certified Copy of Power of Attorney (if applicable)
- Assignment of Mortgage (if applicable)
- [Additional Document Name]

Please acknowledge receipt of this delivery by signing and returning the enclosed copy of this letter or by updating your electronic tracking portal.

If you have any questions or require further information, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company Name]