

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Title Insurance Policy Delivery

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

Dear [Recipient Name],

Enclosed please find your original Owner's Title Insurance Policy regarding the recent real estate transaction for the property mentioned above.

This policy is an important legal document that protects your ownership interest in the property. We recommend that you review the document carefully and keep it in a safe and secure place, such as a safe deposit box or a fireproof file, for as long as you or your heirs own the property.

If you have any questions regarding this policy or if any information appears incorrect, please contact our office at [Phone Number].

It has been a pleasure serving you during this transaction.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Enclosure: Title Insurance Policy