

[Date]

[Recipient Name]

[Company Name]

[Address Line 1]

[Address Line 2]

**RE: Delivery of Final Commercial Title Policy**

**Project/Property:** [Property Address or Legal Description]

**File Number:** [File/Escrow Number]

**Policy Number(s):** [Policy Number]

Dear [Recipient Name],

Enclosed please find the original Owner's and/or Loan Policy of Title Insurance regarding the above-referenced commercial transaction.

These documents have been issued in accordance with the terms of the title commitment and the final closing instructions. We recommend that you review these policies carefully and retain them with your permanent records for the property.

Should you have any questions regarding the coverage provided or if you require any further assistance with this file, please do not hesitate to contact our office directly at [Phone Number].

Thank you for choosing [Title Company Name] for your commercial title needs. We look forward to working with you again on future transactions.

Sincerely,

[Sender Name]

[Title/Position]

[Title Company Name]

**Enclosures:**

Owner's Policy of Title Insurance

Loan Policy of Title Insurance

Recorded Deed/Mortgage (if applicable)