

[Date]

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

RE: Title Insurance Policy Delivery

Dear [Borrower Name],

Congratulations on the completion of your recent mortgage refinance. Enclosed you will find your original Title Insurance Policy for the property located at [Property Address].

This document is an important record of your transaction. The policy provides insurance regarding the title to your property as of the date of recording. We recommend that you keep this document in a safe place with your other permanent homeownership records.

Transaction Details:

- **File Number:** [File Number]
- **Lender:** [Lender Name]
- **Policy Number:** [Policy Number]

If you have any questions regarding this document or if we can be of further assistance, please do not hesitate to contact our office at [Phone Number] or via email at [Email Address].

Thank you for choosing [Company Name] for your title needs.

Sincerely,

[Your Name/Representative Name]
[Title]
[Company Name]