

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Revised Title Insurance Policy

Property Address: [Property Address]

Policy Number: [Policy Number]

File Number: [File Number]

Dear [Recipient Name],

Enclosed please find the revised Title Insurance Policy for the above-referenced property.

This policy has been updated to reflect the following changes:

- [Description of change, e.g., Correction of legal description]
- [Description of change, e.g., Update to endorsement]
- [Description of change, e.g., Corrected spelling of name]

Please review the enclosed document carefully and keep it with your permanent records. We recommend that you discard any previous versions of this policy to avoid confusion.

If you have any questions regarding these revisions or require further assistance, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name]

[Company Name]

Enclosure: Revised Title Policy