

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

[Recipient Name(s)]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Delivery of Joint Title Insurance Policy**

Property Address: [Full Property Address]  
Escrow/File Number: [File Number]  
Policy Number: [Policy Number]

Dear [Recipient Names],

Enclosed please find the original Joint Title Insurance Policy issued in connection with your recent real estate transaction for the property referenced above.

This document is an important legal record that protects your ownership interest and outlines the terms of your coverage. We recommend that you review the policy carefully and store it in a secure location, such as a safe deposit box or a fireproof file.

If you identify any errors or have questions regarding the coverage, please contact our office at [Phone Number] or via email at [Email Address] as soon as possible.

Thank you for choosing [Company Name] for your title insurance needs. It was a pleasure assisting you with this transaction.

Sincerely,

[Signature]  
[Sender Printed Name]  
[Title]

Enclosure: Joint Title Insurance Policy