

[Date]

[Lender Name / Servicing Company]

[Short Sale Department]

[Address]

[City, State, Zip Code]

**RE: Short Sale Title Policy Delivery**

**Loan Number:** [Loan Number]

**Property Address:** [Property Address]

**Seller Name:** [Seller Name]

**Buyer Name:** [Buyer Name]

To Whom It May Concern,

Enclosed please find the Final Title Insurance Policy for the above-referenced short sale transaction, which successfully closed on [Closing Date].

In accordance with the Short Sale Approval Letter dated [Date of Approval Letter], we are providing this documentation to confirm the transfer of title and the satisfaction of the title requirements specified by [Lender Name].

Please update your records to reflect that this transaction is complete. If you require any additional documentation or have questions regarding this policy, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Name of Closer]

[Title Company Name]

[Address]

[Phone Number]

**Enclosure:** Final Title Insurance Policy