

[Your Name/Company Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Title Company/Closing Agent Name]

[Address]

[City, State, Zip Code]

RE: Request for Final Title Insurance Policy

Property Address: [Property Address]

Closing Date: [Date of Closing]

File/Escrow Number: [Number]

Buyer/Owner: [Name of Insured]

To Whom It May Concern,

Our records indicate that the closing for the above-referenced property was completed on [Date of Closing]. However, we have not yet received the original Final Owner's and/or Lender's Title Insurance Policy.

Please provide the status of the final policy. If the policy has already been issued, please forward the original document to the address listed above. If there is an issue preventing the issuance of the policy, such as a recording delay or outstanding requirement, please notify us immediately.

If the policy was previously sent, please provide a digital copy or a duplicate original for our files.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]