

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

[Recipient Name]
[Lender or Agency Name]
[Recipient Address]
[City, State, Zip Code]

RE: Submission of Missing Final Title Insurance Policy

Loan Number: [Insert Loan Number]

Borrower Name(s): [Insert Borrower Names]

Property Address: [Insert Property Address]

Dear [Recipient Name or Department],

Enclosed please find the final Title Insurance Policy for the above-referenced loan. This document was previously identified as missing from the loan file.

Policy Details:

- **Title Company:** [Insert Title Company Name]
- **Policy Number:** [Insert Policy Number]
- **Effective Date:** [Insert Date]

Please update your records to reflect that this requirement has now been satisfied. We apologize for any delay in the delivery of this document.

Should you require any further information or documentation, please contact me directly at [Your Phone Number] or via email at [Your Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]

Enclosure: Original/Certified Copy of Final Title Policy