**${companyName}**

**${companyAddress1}**

**${companyAddress2}**

**${companyAddressCSZ}**

**PHONE: ${companyPhone}**

**FAX: ${companyFax}**

                                                                ${Date-Today-Numbers}

${Borrower1Fullname}

${Borrower1HomeAddress}

${Borrower1CSZ}

RE: ${PropertyAddress}, ${PropertyCity}, ${StateName} ${PropertyZip}

        ${FileNumber}

Dear: ${Borrower1Fullname}:

Please find enclosed the document copies from your recent real estate transaction. Please keep these items in a safe place with the rest of your settlement documents.

    If we can be of assistance to you in the future, or if you have any questions, please do not hesitate to contact us.

                                                                                    Sincerely,

                                                                                     ${companyName}

                                                                                     ${UserName}