**${companyName}**

**${companyAddress1}**

**${companyAddress2}**

**${companyAddressCSZ}**

**PHONE: ${companyPhone}**

**FAX: ${companyFax}**

                                                                ${Date-Today-Numbers}

${Borrower1Fullname}

${Borrower1HomeAddress}

${Borrower1CSZ}

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

        ${FileNumber}

Dear: ${Borrower1Fullname}:

Congratulations on your recent settlement.  
  
Please take a moment to fill in the information below so that we have the correct contact information in order to return your signed documents.  
  
Address (If different from property address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Phone Number:  (home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(cell)\_\_\_\_\_\_\_\_\_\_\_  
  
Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

                                                                                    Thank you,

                                                                                     ${companyName}

                                                                                     ${UserName}