**${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 disbursement check(s) from your recent real estate transaction. Please write your account number on each check to assure proper credit to your account(s).

    In addition, please find a corrected Settlement Statement or Closing Disclosure that requires your signature. Please sign the same and return it to our office immediately. To ensure a timely delivery, I have enclosed a postage paid return envelope addressed to the appropriate person.

    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}