**${companyName}**

**${companyAddress1}**

**${companyAddressCSZ}**

**PHONE: ${companyPhone}**

**FAX: $[companyFax}**

                                                                ${Date-Today-Numbers}

${Borrower1Fullname}

${Borrower1HomeAddress}

${Borrower1CSZ}

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

        ${FileNumber}

Dear: ${Borrower1Fullname}:

    Please find enclosed an excess funds check from your recent real estate transaction.

    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}