**${companyName}**

**${companyAddress1}**

**${companyAddress2}**

**${companyAddressCSZ}**

**PHONE: ${companyPhone}**

**FAX: ${companyFax}**

${Borrower1Fullname}

${Borrower1HomeAddress}

${Borrower1CSZ}

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

        ${FileNumber}

Dear: ${Borrower1Fullname}:

    Please find enclosed revised or additional document(s) that are required for your recent real estate transaction. Please examine the document(s) carefully. One or more document(s) contain a place for a notary's acknowledgement and these must be signed in front of a notary. Please execute the document(s) and return them in the provided return envelope.

    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}