**${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. These documents do not require a notary. Please examine the document(s) carefully and sign and initial wherever indicated. 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}