

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

DATE

NAME
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP CODE

Re:
Loan No.

Dear :

As you know, we closed the above referenced loan on . Enclosed herewith please find the following documents:

1. Original and one copy of the Fixed Rate Commercial Promissory Note;
2. Original Assignment of Rents;
3. Original Flood Insurance Notice;
4. Original Disbursement Instructions;
5. Four copies of the Credit Life Policy; and
6. A copy of the Land Deed of Trust which we have sent to the Chancery Clerk of the Judicial District of County, for filing. Once this Deed of Trust is returned, we will forward the original to you.

In connection with the closing, retained a copy of the following documents:

1. Fixed Rate Commercial Promissory Note;
2. Disbursement Instructions;
3. Assignment of Rents;
4. Flood Insurance Notice;

5. Credit Life Insurance; and

6. The Land Deed of Trust.

As you instructed, I have requested forward you copies of his financial statements, tax returns, and the completed application. You should also receive the original Appraisal within the next few days.

I appreciate your tremendous consideration and assistance in this matter. Should you have any questions or if I can be of assistance in any way, please do not hesitate to call.

Sincerely,

By:

:
Enclosures