**(Insert name of entity/agency)**

**(Insert Address)**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

To whom it may concern:

Attached is the Best Practice Manual for **(insert name of entity/agency)**. Last complete revision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Any questions about our firm or this Best Practice Manual should be directed to:

**(Insert name of person)**

**(Insert title of position i.e. Office Manager)**

**(Insert Phone number)**

[**Insert**](mailto:BSmyth@ABCLawOffice.com) **email address@**

*Note: you may need to adjust this introductory letter to comply with lender’s instructions or request.*