

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Title Search Process for [Property Address]

Dear [Client Name],

In preparation for your upcoming real estate transaction, our office has initiated the title search process for the property located at [Property Address]. The purpose of this letter is to explain what this process entails and what you can expect.

A title search is a thorough examination of public records to confirm the property's legal ownership and to identify any claims or restrictions on the property. This process ensures that the seller has the legal right to sell the property and that you receive a "clear title" at closing.

During this search, we will look for the following items:

- Existing mortgages or liens
- Unpaid property taxes
- Easements or rights-of-way
- Covenants, conditions, and restrictions (CC&Rs)
- Pending legal judgments or foreclosures

Once the search is complete, we will issue a Title Commitment report. If any issues or "clouds" on the title are discovered, we will work with the relevant parties to resolve them before the closing date.

No action is required from you at this time. We will notify you immediately if we require additional documentation or if significant issues arise.

Should you have any questions regarding this process, please feel free to contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Company Name]

[Your Title]