

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Preliminary Title Report for [Property Address]

Dear [Recipient Name],

Please find attached the Preliminary Title Report for the property located at [Property Address], prepared by [Title Company Name] under Order Number [Order Number].

This report outlines the current ownership status of the property and lists any liens, encumbrances, easements, or restrictions that currently affect the title. We recommend that you review this document carefully to ensure all information is accurate.

Specifically, please pay attention to the following sections:

- Schedule A: Ownership interests and legal description.
- Schedule B: Requirements and exceptions that must be addressed prior to closing.

If you have any questions regarding the findings in this report or if there are items that require clarification, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Company Name]