

Date: [Insert Date]

To: [Recipient Name/Title Company]

Address: [Recipient Address]

City, State, Zip: [City, State, Zip]

Re: Title Clearance and Resolution

Property Address: [Insert Full Property Address]

File/Escrow Number: [Insert Number]

To Whom It May Concern,

This letter is in reference to the title commitment issued for the above-referenced property. Upon review of the preliminary title report, the following exceptions/encumbrances were identified as requirements for clearance:

- [Description of Issue 1, e.g., Outstanding Mortgage Lien]
- [Description of Issue 2, e.g., Unpaid Property Taxes]
- [Description of Issue 3, e.g., Judgment or Mechanic's Lien]

Please be advised that the following actions have been taken to resolve these matters:

1. **[Issue 1]:** [Resolution details, e.g., Payoff statement attached and funds allocated in settlement].
2. **[Issue 2]:** [Resolution details, e.g., Proof of payment attached/enclosed].
3. **[Issue 3]:** [Resolution details, e.g., Release of Lien recorded at Book/Page].

Based on the documentation provided, we request that these items be removed from the title commitment and that a clear title policy be issued. Please confirm once these requirements have been satisfied and the title is deemed clear for closing.

Should you require any further documentation or information, please contact me directly at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Company Name, if applicable]

Enclosures: [List attached documents, e.g., Payoff Letters, Lien Releases, Tax Receipts]