

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Title Search Completion - [Property Address]

Dear [Recipient Name],

We are writing to inform you that the title search for the property located at [Property Address] has been successfully completed.

The search results indicate the following status: [Clear Title / Issues Identified].

[Optional: Description of any liens, encumbrances, or requirements needed to proceed.]

Our team is now moving forward with the next steps of the closing process. We will contact you shortly regarding the scheduled closing date and any additional documentation required.

If you have any questions regarding this update, please contact our office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Company Name]

[Your Title]