

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Preliminary Title Report**

**Property Address:** [Property Address]

**Escrow/Order Number:** [Number]

**Buyer:** [Buyer Name]

**Seller:** [Seller Name]

Dear [Recipient Name],

Please find enclosed the Preliminary Title Report regarding the above-referenced property.

This report outlines the current state of the title, including any liens, encumbrances, easements, or conditions that may affect the transfer of the property. We recommend that all parties review the "Exceptions" section (Schedule B) carefully.

To ensure a timely closing, please pay special attention to the following items required for title clearance:

- [Requirement 1, e.g., Proof of Identity]
- [Requirement 2, e.g., Payoff statement for existing mortgage]
- [Requirement 3, e.g., Clarification on specific easement]

This report is an offer to issue a title insurance policy subject to the removal of the items noted. It is not a representation of the condition of the title and should not be relied upon as such.

If you have any questions or find any discrepancies, please contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Title]

[Company Name]