

[Sender Name]
[Sender Company]
[Sender Address]
[City, State, Zip Code]

[Date]

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

RE: Preliminary Title Report for [Property Address/Legal Description]

Dear [Recipient Name],

Please find enclosed the Preliminary Title Report dated [Date of Report], issued by [Title Company Name] regarding the above-referenced commercial property (Order Number: [Order Number]).

We have completed an initial review of the report. We would like to bring your attention to the following items listed in Schedule B, Section II:

- **Exception #[Number]:** [Brief description, e.g., Unpaid property taxes]
- **Exception #[Number]:** [Brief description, e.g., Existing Deed of Trust/Mortgage]
- **Exception #[Number]:** [Brief description, e.g., Encroachment or Easement issue]

The Seller is requested to provide documentation confirming the removal or satisfaction of these exceptions prior to the closing date. Specifically, we require [Specific Document Needed, e.g., a formal payoff demand or a quitclaim deed].

Please review the enclosed report and provide your comments or confirmation of clearance actions by [Deadline Date].

Should you have any questions regarding these requirements, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Typed Name]
[Title]

Enclosure: Preliminary Title Report