

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Preliminary Title Report Findings

Property Address: [Property Address]

Title Order Number: [Order Number]

Dear [Recipient Name],

I have reviewed the Preliminary Title Report issued by [Title Company Name] dated [Date of Report] regarding the property referenced above. Below is a summary of the key findings and items that require attention prior to closing:

1. Ownership:

The report confirms that the current vested owner(s) of the property is/are: [Vested Owner Names].

2. Liens and Encumbrances:

The following monetary liens were identified and must be satisfied at or before closing:

- [Mortgage/Deed of Trust held by Bank Name]
- [Tax Liens/Judgments, if any]
- [Mechanic's Liens, if any]

3. Easements and Restrictions:

The following non-monetary items were noted on the report:

- [Utility Easements]
- [Covenants, Conditions, and Restrictions - CC&Rs]
- [Encroachments or Right-of-Way issues]

4. Required Actions:

To ensure a clear title can be conveyed, the following actions must be completed:

- [Action Item 1: e.g., Obtain payoff demand for existing mortgage]
- [Action Item 2: e.g., Provide proof of satisfaction for judgment]
- [Action Item 3: e.g., Update Statement of Information]

Please review these findings carefully. If you have any questions or have documentation that contradicts these findings, please provide it to our office as soon as possible.

Sincerely,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email]