

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**RE: Title Commitment for [Property Address or Legal Description]**

File Number: [Transaction/File Number]

Dear [Recipient Name],

Enclosed please find the Title Commitment for the above-referenced property. This document outlines the conditions and requirements that must be met before a final title insurance policy can be issued.

Please review the following sections carefully:

- **Schedule A:** Details the effective date, the proposed amount of insurance, and the current legal owner.
- **Schedule B-I (Requirements):** Lists the items that must be satisfied, paid, or cleared prior to or at the time of closing.
- **Schedule B-II (Exceptions):** Lists items that will not be covered by the policy, such as existing easements, restrictions, or mineral rights.

If you have any questions regarding the requirements or exceptions listed in this commitment, please contact our office at [Phone Number] or via email at [Email Address].

We look forward to working with you toward a successful closing.

Sincerely,

[Your Name/Company Representative]

[Company Name]

[Phone Number]