

[Date]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

RE: Title Insurance Commitment

Property Address: [Property Street Address, City, State]

File Number: [File/Reference Number]

Transaction: [Purchase/Refinance/Lease]

Dear [Recipient Name],

We are pleased to provide you with the Title Insurance Commitment regarding the above-referenced commercial property. Please find the following documents enclosed for your review:

- Schedule A: Effective date, policy amounts, and proposed insured parties.
- Schedule B-I: Requirements that must be satisfied prior to closing and policy issuance.
- Schedule B-II: Exceptions to coverage, including easements, liens, and encumbrances.
- Copies of all underlying title exception documents of record.

Please pay particular attention to the requirements listed in Schedule B-I. We will need the following items to proceed toward closing:

- [Requirement 1: e.g., Corporate Resolution or Operating Agreement]
- [Requirement 2: e.g., Current ALTA Survey]
- [Requirement 3: e.g., Payoff statements for existing liens]

If you have any questions or if any revisions are required by the lender or legal counsel, please contact me directly at [Phone Number] or [Email Address].

We look forward to working with you to complete this transaction.

Sincerely,

[Sender Name]

[Title]

[Title Company Name]