

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Title Commitment for [Property Address]

File Number: [File Number]

Dear [Recipient Name],

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

Please review the following sections carefully:

- **Schedule A:** Verifies the legal description of the property, the current owners, and the policy amounts.
- **Schedule B-I (Requirements):** Lists the actions that must be completed prior to closing (e.g., payoff of existing mortgages, payment of taxes, or recording of new deeds).
- **Schedule B-II (Exceptions):** Lists items that will not be covered by the title policy, such as 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 [Email Address].

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

Sincerely,

[Your Name/Company Name]

[Title]