

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

[Buyer Name]  
[Buyer Address]  
[City, State, Zip Code]

**RE: Notification of Title Defect Clearance - [Property Address]**

Dear [Buyer Name],

We are writing to formally notify you that the title defect(s) previously identified regarding the property located at [Property Address] have been successfully cleared.

The following issues have been resolved:

- [Description of Defect 1, e.g., Outstanding Mortgage Lien Release]
- [Description of Defect 2, e.g., Unresolved Property Tax Issue]
- [Description of Defect 3, e.g., Corrected Clerical Error in Deed]

The title company, [Title Company Name], has confirmed that the title is now clear and marketable. We have attached the supporting documentation and the updated title commitment for your review.

With these defects resolved, we are prepared to move forward with the closing process. Our office will contact you shortly to coordinate the final closing date and time.

If you have any questions regarding this update, please contact [Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]  
[Title/Position]