

[Date]

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

**RE: Notice of Title Exception / Cloud on Title**

Property Address: [Property Address]  
Escrow/File Number: [File Number]

Dear [Recipient Name],

We are writing to formally notify you regarding the results of the Preliminary Title Report issued on [Date] by [Title Company Name]. During the title search, a specific item was identified that currently prevents the issuance of a clean title policy.

The following encumbrance or "cloud" has been noted:

**Description of Issue:** [Insert details, e.g., Unpaid Lien, Judgment, Easement Conflict, or Missing Deed]

This matter must be resolved or removed before the scheduled closing date of [Closing Date] to ensure the legal transfer of the property. Failure to clear this title defect may result in delays or the cancellation of the transaction.

Please provide documentation confirming that this matter has been addressed or contact our office immediately to discuss the steps required for remediation. We recommend consulting with your legal counsel or the title officer listed below if you have questions regarding the validity of this claim.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]  
[Your Company Name]  
[Your Phone Number]  
[Your Email Address]

cc: [Title Officer Name]  
[Real Estate Agent Name]