

Date: [Insert Date]

To: [Recipient Name/Interest Holder]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

RE: NOTICE OF TITLE DEFECT AND CLOUD ON TITLE

Property Address: [Insert Full Legal Property Address]

Parcel ID / Tax ID: [Insert Parcel Number]

Dear [Recipient Name],

This letter serves as formal notification regarding a title defect and/or cloud on the title of the above-referenced property. A recent title search conducted by [Name of Title Company/Law Firm] has identified an encumbrance or irregularity that prevents the conveyance of clear and marketable title.

The specific defect(s) identified are as follows:

- [Description of Defect 1: e.g., Unreleased Mortgage, Judgment Lien, or Improper Vesting]
- [Description of Defect 2: e.g., Missing Heir, Boundary Dispute, or Incorrect Legal Description]

As the record holder of this interest or the party responsible for the document causing the cloud, you are hereby requested to take the necessary steps to remedy this defect. This may include, but is not limited to, executing a Quitclaim Deed, providing a Satisfaction of Mortgage, or filing a Release of Lien.

Please provide a response or documentation confirming that steps are being taken to clear this title defect by [Insert Date, e.g., 14 days from receipt]. Failure to resolve this matter may result in legal action, such as a Quiet Title Action, to judicially clear the title.

Please contact [Your Name/Attorney Name] at [Phone Number] or [Email Address] to discuss the resolution of this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Capacity: e.g., Property Owner, Attorney, or Title Agent]