

[Date]

[Title Company Name]

[Contact Person Name]

[Street Address]

[City, State, Zip Code]

RE: Document Request for Property: [Property Address]

Escrow/File Number: [File Number]

Dear [Contact Person Name],

In connection with the upcoming closing of the above-referenced property, I am writing to formally request the following documents and information:

- Preliminary Title Report / Title Commitment
- Copies of all recorded Exceptions and Easements
- CC&Rs (Covenants, Conditions, and Restrictions)
- Property Tax Status and Tax ID Number
- Wiring Instructions for the Title Company
- [Insert Additional Document Name, e.g., HOA Statement]

Please provide these documents as soon as possible via email to [Your Email Address]. If there are any fees associated with this request or if you require further authorization, please notify me immediately.

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Name]

[Your Title/Role]

[Your Phone Number]

[Your Email Address]