

[Date]

[Title Company Name]

[Address]

[City, State, Zip Code]

RE: Title Search and Survey Requirements for [Property Address/Legal Description]

To Whom It May Concern,

In connection with the pending transaction for the above-referenced property, please perform a comprehensive title search and provide a commitment for title insurance. The search must include, but is not limited to, the following:

- Current ownership and vesting details.
- Outstanding mortgages, liens, or judgments.
- Recorded easements, covenants, and restrictions.
- Unpaid property taxes or municipal assessments.
- Any pending legal actions (Lis Pendens).

Additionally, a new boundary survey is required. The survey must clearly identify:

- Property boundaries and total acreage.
- Location of all permanent structures and improvements.
- All recorded easements and rights-of-way.
- Encroachments or boundary overlaps.
- Setback lines and zoning classifications.

Please deliver the completed title commitment and survey report to our office by [Insert Date]. If any clouds on the title or significant survey discrepancies are discovered, notify us immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Company Name]

[Your Phone Number]

[Your Email Address]