

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

RE: Notice of Commencement of Title Search

Property Address: [Subject Property Address]
File Number: [Internal File Number]

Dear [Client Name],

This letter is to formally notify you that we have officially commenced the initial title search for the property referenced above. This process is a critical step in your real estate transaction to ensure the property has a clear and marketable title.

Our examination will include a comprehensive review of public records to identify the following:

- Current ownership and legal description of the property.
- Outstanding mortgages, liens, or judgments.
- Unpaid property taxes or assessments.
- Easements, restrictions, or encumbrances that may affect the use of the land.

We anticipate that the preliminary title report will be completed within [Number] business days. Once the search is finished, we will provide you with a copy of the commitment and notify you of any issues that may require resolution prior to closing.

If you have any questions regarding this process, please feel free to contact our office at [Phone Number] or via email at [Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]