

[Sender's Name]
[Sender's Company/Firm]
[Sender's Address]
[City, State, Zip Code]
[Date]

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

RE: Progress Report - Preliminary Title Examination

Property Address: [Insert Property Address]
File/Reference Number: [Insert Number]

Dear [Recipient Name],

This letter is to provide you with a status update regarding the preliminary title examination for the property referenced above.

Our office has initiated the search of the public records. At this stage, we have completed the following:

- Verification of current record ownership.
- Initial review of the legal description.
- Search of the county land records for outstanding mortgages and liens.

Current Status: **In Progress**

We are currently awaiting [Insert pending items, e.g., tax certification/judgment search results/prior policy copies]. Once these items are received and reviewed, we will issue the formal Preliminary Title Report/Commitment.

We anticipate having the final results ready for your review by [Insert Date].

If you have any questions regarding this update, please feel free to contact our office.

Sincerely,

[Sender's Signature]
[Sender's Printed Name]
[Title]