

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

[Date]

[Recipient Name]
[Recipient Title/Department]
[Company/Agency Name]
[Address]
[City, State, Zip Code]

RE: Inquiry Regarding Easements and Encumbrances

Property Address: [Full Property Address]
Parcel Number / APN: [Insert Parcel Number]
Legal Description: [Insert Brief Legal Description]

Dear [Recipient Name],

I am writing to formally request a status update or a detailed report regarding any existing easements, encumbrances, liens, or restrictions currently recorded against the above-referenced property.

Specifically, please provide information regarding:

- Utility easements (water, sewer, gas, electric, or telecommunications).
- Right-of-way access or ingress/egress agreements.
- Encroachments or shared maintenance agreements.
- Tax liens, mechanical liens, or other financial encumbrances.
- Covenants, Conditions, and Restrictions (CC&Rs) affecting the land use.

If there are any associated maps, plats, or legal documents defining these encumbrances, please include copies of those records with your response.

Should there be a fee for processing this request or for providing copies of these documents, please notify me in advance. Thank you for your time and assistance in this matter.

Sincerely,

[Signature]

[Your Printed Name]