

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

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

RE: Progress Update regarding Title Defect - [Property Address/Legal Description]

Dear [Recipient Name],

I am writing to provide you with a formal update regarding the progress of resolving the title defect(s) identified on the property located at [Property Address].

Since our last correspondence on [Date of last update/Initial notice], the following actions have been taken:

- [Action Item 1: e.g., Filed necessary paperwork with the County Clerk]
- [Action Item 2: e.g., Contacted the previous lienholder for a formal release]
- [Action Item 3: e.g., Scheduled a hearing or consultation with legal counsel]

Current Status: [Status description, e.g., Pending approval from the court / Waiting for signed documentation from third party].

Estimated Completion Date: We anticipate that the matter will be fully resolved by [Date]. Please note that this timeline is an estimate and may be subject to administrative delays beyond our control.

We understand the importance of clearing this title and are working diligently to finalize the process. We will notify you immediately once the defect has been cleared or if further information is required from your side.

If you have any questions regarding this update, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]