

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

[Date]

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

RE: Chain of Title Examination Update

Property Address: [Full Property Address]
Legal Description: [Insert Legal Description or Parcel ID]
File/Reference Number: [Insert Number]

Dear [Client Name],

We are writing to provide an update regarding the chain of title examination currently being conducted for the above-referenced property.

Our preliminary review of the public records covers the period from [Start Date] to [End Date]. At this stage of the examination, we have identified the following:

- **Current Status:** [e.g., In Progress / Preliminary Review Complete / Pending Document Retrieval]
- **Verified Owners:** [Insert Names of Current Record Owners]
- **Identified Issues:** [e.g., Clear Title / Missing Deed / Unreleased Mortgage / Name Variance]

Action Required:

[Specify any documents needed from the client, or state "No action is required at this time."]

We are currently awaiting [Insert pending items, e.g., certified copies from the County Clerk / payoff statements]. Once these items are received and analyzed, we will issue a formal Title Commitment or Final Title Report.

We anticipate providing a further update or the completed report by [Expected Completion Date]. If you have any questions in the meantime, please feel free to contact our office.

Sincerely,

[Signature]

[Name of Examiner/Title Officer]

[Title]