

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

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

RE: Final Title Search Completion Summary

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

Dear [Recipient Name],

We are pleased to inform you that we have completed the final title search for the property referenced above. This search was conducted to identify any recorded liens, encumbrances, or legal issues affecting the title prior to closing.

Summary of Findings:

- **Vesting:** [Current Owner Name(s)]
- **Legal Description:** [Brief Legal Description or "See Attached Exhibit A"]
- **Liens/Mortgages:** [None / List Outstanding Items]
- **Easements/Restrictions:** [None / List Notable Restrictions]
- **Taxes:** [Current/Paid/Due Amount]

Status: [Title is Clear / Issues to be Addressed]

Based on our findings, [Select one: the title is clear and ready for transfer / the following items must be cleared before the transaction can proceed: List Requirements].

Copies of the title commitment and supporting documents are attached for your records. If you have any questions regarding this summary, please contact our office at [Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Title]