

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

[Title Company Name]
[Contact Person]
[Address]
[City, State, Zip Code]

RE: Letter of Instruction for Title Search and Commitment

Property Address: [Insert Full Address]

Tax Parcel ID: [Insert Parcel Number]

Proposed Transaction: [Purchase / Refinance]

Proposed Amount: \$[Insert Amount]

To Whom It May Concern,

Please consider this letter as a formal instruction to perform a full commercial title search and to issue a Title Commitment for the above-referenced property.

We require the following items for our review:

- **ALTA Commitment:** A current Commitment for Title Insurance (ALTA Form) showing the status of the fee simple title.
- **Exception Documents:** Legible copies of all instruments listed as exceptions in Schedule B, Section II, including easements, restrictions, and encumbrances.
- **Tax Status:** A detailed report of current and delinquent property taxes, assessments, and any special taxing districts.
- **Chain of Title:** A [Number]-year historical chain of title.
- **Judgment/Lien Search:** A search for any outstanding judgments, UCC filings, or federal/state tax liens against the current owner: [Current Owner Name].

Please deliver the electronic copies of the commitment and supporting documents to [Email Address].

Should you require any further documentation, such as the Purchase Agreement or a prior Title Policy, please contact our office immediately. We look forward to receiving the initial commitment by [Date].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]