

Date: [Insert Date]

[Title Company Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Re: Letter of Instruction for Issuance of Title Policies

Property Address: [Insert Property Address]

Escrow/File Number: [Insert Number]

Buyer/Borrower: [Insert Name]

Seller: [Insert Name (if applicable)]

Loan Amount: \$[Insert Amount]

To the Title Officer:

This letter serves as formal instruction to issue the following title insurance policies in connection with the above-referenced transaction:

### **1. Owner's Policy of Title Insurance**

- Proposed Insured: [Insert Full Legal Name of Buyer/Owner]
- Liability Amount: \$[Insert Purchase Price]
- Policy Type: [e.g., ALTA Standard / ALTA Homeowner's]

### **2. Lender's (Loan) Policy of Title Insurance**

- Proposed Insured: [Insert Full Name of Lending Institution], its successors and/or assigns as their interests may appear.
- Liability Amount: \$[Insert Loan Amount]
- Policy Type: [e.g., ALTA Loan Policy]

### **3. Required Endorsements**

Please include the following endorsements in the Lender's Policy:

- [Endorsement Name/Number, e.g., ALTA 9-06 Restrictions, Encroachments, Minerals]
- [Endorsement Name/Number, e.g., ALTA 8.1-06 Environmental Protection Lien]
- [Endorsement Name/Number, e.g., ALTA 4-06 Condominium]

### **4. Special Instructions**

- Ensure all liens, judgments, and encumbrances are cleared prior to closing except for [List Permitted Exceptions].
- Taxes must be paid current through the date of closing.

- Provide a Pro-Forma policy for review prior to the settlement date.

Please acknowledge receipt of these instructions. Final policies should be delivered to [Recipient Name/Address] upon recording of the deed and/or mortgage.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Phone Number]