

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

[Date]

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

RE: Letter of Instruction for Foreclosure Sale Title Guarantee

Property Address: [Full Property Address]
Parcel Number/APN: [Insert APN]
Foreclosure Case Number: [Insert Case Number]

To Whom It May Concern,

This letter serves as a formal instruction to issue a Foreclosure Sale Title Guarantee (or Trustee's Sale Guarantee) regarding the above-referenced property. We are initiating foreclosure proceedings and require a title report to identify all parties with a recorded interest in the property.

Please provide the following information in the guarantee:

- The current record owner(s) of the property.
- A full list of all encumbrances, including mortgages, deeds of trust, liens, and judgments of record.
- The names and addresses of all parties entitled to notice of the foreclosure proceedings.
- The legal description of the property.
- The status of property taxes and any outstanding assessments.

Please deliver the completed guarantee to [Name/Department] via [Email/Physical Mail] at your earliest convenience. If there are additional requirements or fees associated with this request, please contact the undersigned immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]