

DATE: [Date]

TO: [Title Company Name]

ADDRESS: [Title Company Address]

ATTENTION: [Title Officer Name]

RE: Letter of Instruction for Issuance of Commercial Leasehold Title Policy

PROPERTY: [Property Address/Legal Description]

FILE NUMBER: [Title Commitment Number]

Dear [Title Officer Name],

This letter serves as formal instruction to [Title Company Name] regarding the issuance of a Commercial Leasehold Policy of Title Insurance in connection with the lease agreement between [Landlord Name] and [Tenant Name].

Upon fulfillment of all closing conditions and receipt of the required premiums, you are authorized and instructed to issue the following:

1. Policy Type: ALTA Leasehold Owner's Policy (or equivalent) in the amount of \$[Policy Amount].

2. Insured: [Full Legal Name of Tenant/Entity].

3. Estate to be Insured: A valid Leasehold Estate created by that certain [Lease Agreement Name] dated [Date], as evidenced by [Memorandum of Lease/Short Form Lease] to be recorded concurrently herewith.

4. Required Endorsements: Please include the following endorsements in the final policy:

- ALTA 13.1 (Leasehold - Owner's)
- ALTA 9.2 (Covenants, Conditions, and Restrictions)
- ALTA 17 (Access and Abutting)
- ALTA 18 (Tax Parcel)
- ALTA 22 (Location)
- [List additional endorsements as required]

5. Closing Requirements:

- The policy must reflect the leasehold interest as the primary estate.
- All standard exceptions regarding taxes, liens, and encumbrances must be addressed per the Title Commitment.
- Provide confirmation of recording for the Memorandum of Lease.

Please provide a pro-forma policy for review prior to the final issuance. Should you have any questions regarding these instructions, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]