

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

VIA FAX NO. _____

Name
Address Line 1
Address Line 2
City, State Zip Code

Re: acres adjacent to
Parcel # 1 ; PPIN #

Dear Name:

Enclosed please find copies of the "survey" and other maps I have regarding the property. Also, I have enclosed a copy of the only easement that I saw in the title information, although I previously understood that a 100 foot electric company R.O.W. crossed the property. It is my understanding that your firm did the initial title work I have in my file and you may want to double check your firms' file on the chance mine is incomplete.

In addition, I would be most appreciate if you could tell me what additional matters need to be handled before this transaction can be closed and an approximate closing date. If we are unable to iron out the necessary details in the near future, my client is considering the option of marketing the property to others.

Should you have any questions or if I could be of assistance in any way, please do not hesitate to call.

Sincerely,

Name

By:

Name

cc: :
Name