

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Office Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request information regarding the historical title records for the property located at [Property Address/Description]. As a prospective buyer, it is important for me to understand the land's title history, including any past ownerships, transfers, and encumbrances.

Specifically, I would appreciate it if you could provide details on:

- The current owner of the property
- Previous owners and the dates of ownership
- Any liens or encumbrances that may exist
- Any relevant legal documents pertaining to the title history

Please let me know if there are any forms I need to fill out or fees that I need to pay to obtain this information. I look forward to your prompt response to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]