

Request for Title Insurance Completion

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Title Insurance Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Title Insurance Company Contact Name],

I am writing to formally request the completion of the title insurance process for the property located at [Property Address]. The closing date for this transaction is scheduled for [Closing Date], and we would appreciate your prompt attention to this matter to ensure a smooth closing.

Attached are all necessary documents needed for the completion of the title insurance. If you require any further information or additional documentation, please do not hesitate to contact me at your earliest convenience.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]