

AGENCY LETTERHEAD

Date:

Notice of Pending Real Estate Transaction

Re: Property Address

Order Number

Sent CMRRR

To: Record Owner at address shown on the Deed and to Assessed owner if there is a variation

Dear Seller (s)

Thank you for choosing [insert Company name]. We have received a request to issue a policy of title insurance covering your property which is set forth above.

Since the property to be insured is vacant land, we must take some additional steps to verify the transaction. One of our requirements is to send you this letter by Certified Mail Return Receipt Requested, and to request that you verify that you are indeed selling the property referred to above.

If you are in fact selling the property, please execute a copy of this letter and return same to us at our address that is listed above. If you are not selling your property, please call us immediately so we can prevent you from being a victim of a fraudulent transaction.

Sincerely,
Escrow Officer,
Title Officer
Settlement Agent

By signing this letter
I (we) hereby
confirm that I (we)
are selling the
property set forth
above.

Date _____
