Mr./Ms.
County Abstract Co., Inc./Title Company/Attorney
Street
City, State ZIP

Dear Mr. :

Enclosed is our request for (Preliminary Certificate of Title) (Title Commitment) (Attorney=s Opinion of Title) (Abstract) for _project name_. The legal descriptions, project maps, list of landowners, and tract numbers are also enclosed to aid you in your work. Please show our tract number on each (certificate) (commitment) (opinion) (abstract).

Your prompt attention would be appreciated. If you have any questions, please contact __________ at __phone number__ or at the above address.

Sincerely,

__________________________
Sponsor

__________________________
Title

Enclosures