

ABC CONTRACTORS

123 Any Street
Anytown, US 00000
555-555-5555

Date

Name
Address
City, State Zip

Dear _____,

Please provide us with a preliminary title report for the following property located in _____ County:

(legal description)

We have enclosed our check made payable to you in the amount of \$ _____.

Thank you for your prompt attention to this request.

Sincerely,

Name

Title