[Agent Name and Address; include Agent’s phone number and email]

Date

[Name and mailing address of the property owner listed in the Tax Assessor’s Records]

Subject Property: 125 Main Street, Anywhere, 11122 (the “Property”)

Assessor's Parcel No. 11-22-33-4444-CP3O

Agent File Number: 202X-123456789

Pending Property Sale to: (John/Jane Buyer)

Dear [Name of Property Owner listed in the Tax Assessor’s Records]:

[Agent Name] was selected to provide title insurance involving a purchase and sale of the above Property. We are writing to you today as part of our fraud prevention efforts. We want to alert you that a transaction may be pending.

The purpose of this letter is to alert you that someone is trying to convey and/or encumber this Property, and to confirm that we are communicating with the true owner of the Property and that the transaction is being done with your knowledge and permission. If you are selling or refinancing this Property, please allow this letter to serve as our thank you for allowing [Agent Name] to handle this transaction. We appreciate your business.

**IF YOU ARE NOT IN THE PROCESS OF SELLING THIS PROPERTY, PLEASE CONTACT US IMMEDIATELY AT [(xxx) xxx-xxxx] OR BY E-MAIL AT THE ADDRESS FOUND ABOVE.**

We thank you for your attention to this matter.

Sincerely,

[Agent Name]

XXXXXXXXXXXX

XXXXXXXX, XX 12345

Phone: XXX-XXX-XXXX