

**Instruction: This is a model letter. Adapt to fit your facts and circumstances.**

<date>

<Name>

<Address>

<Address>

Re: \_\_\_\_\_

Dear \_\_\_\_\_ :

Enclosed herewith please find an Authority to Cancel with regard to the Deed of Trust in favor of \_\_\_\_\_ recorded in Deed of Trust Book \_\_\_\_\_ at Page \_\_\_\_\_ in the records of the Chancery Clerk of \_\_\_\_\_ County \_\_\_\_\_. As you know, \_\_\_\_\_ needs to execute the Authority to Cancel before a notary and the Authority to Cancel should then be filed with the Chancery Clerk of \_\_\_\_\_ County.

We reviewed our records and do not find a copy of the Warranty Deed from Bank of \_\_\_\_\_. We will obtain a copy either from the bank or from the records of the Chancery Clerk next time our title paralegal is in \_\_\_\_\_ County, and will forward you a copy of same.

If I can be of further assistance in any way, please don't hesitate to call.

Sincerely,

By:

\_\_\_\_\_  
Encl.