

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

<date>

<Name>  
<Address>.  
<Address>

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

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

Enclosed is a revised Quitclaim Deed. Please execute this Deed before a Notary and return to me in the enclosed envelope.

I apologize for any inconvenience.

Sincerely,

BY:

/ Enclosure