

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

DATE

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

NAME
ADDRESS LINE 1
ADDRESS LINE 2
CITY, STATE ZIP CODE

Re: Loan Closing

Dear :

 Please find enclosed herewith two UCC-1's which were recorded with the Chancery Clerk
of County, .

Sincerely,

BY:

 :
Enclosures