

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

DATE

NAME
ADDRESS LINE
ADDRESS LINE
CITY, STATE ZIP CODE

VIA FACSIMILE TRANSMISSION

Re: Form Contract for Quitclaim Deed

Dear :

Enclosed herewith please find drafts of the Agreement for Quitclaim Deed, Promissory Note and Disclosure Statement which I have prepared as you requested.

Please review the documents and call me at your earliest convenience so we can discuss them in more detail and make any necessary additions, changes or corrections.

I look forward to hearing from you soon.

Sincerely,

By:

:
Encl.