

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

D A T E

N A M E
A D D R E S S L I N E 1
A D D R E S S L I N E 2
C I T Y , S T A T E Z I P C O D E

Re: Quitclaim Deed

Dear :

Enclosed is the original Quitclaim Deed from to you which has been recorded in the
land records of the Chancery Clerk of County.
Accompany

Sincerely,

BY:

/
Enclosure