

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

Date

Name
Company
Address
City, State Zip Code

Dear :

Enclosed please find the Warranty Deed conveying the property located at Address in City, State to . Please sign and date the deed before a notary and send it back to me at your earliest convenience.

For your convenience, I have enclosed a postage paid Airborne Express envelope. Airborne will pick up the package, just call them with your name and address. The telephone number is .

Sincerely,

:
Enclosure