

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

Date

Name
Company
Address
City, State Zip Code

Re: Assignment of Lease

Dear

Enclosed herewith please find a stamped "Filed" copy of the Assignment of Lease in the above referenced matter. I am returning the original Death Certificate for your which you provided to us.

It has been a pleasure to be of assistance to you in this matter.

If I can be of further assistance in any way, please do not hesitate to call.

Sincerely,

BY:

/
Enclosures