

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

DATE

NAME  
COMPANY  
ADDRESS LINE  
CITY, STATE ZIP CODE

**Re: # of Acres-Coordinates of Property,  
City of , County, STATE**

Dear :

Please find the original recorded Warranty Deed from the Family conveying the above referenced property to you and as Trustees. Also enclosed are originals of the Real Property Transfer Agreement and the Closing Statement, along with a copy of the Cashiers Check to the Family.

Should you have any questions or if I can be of assistance in any way, please do not hesitate to call me.

Sincerely,

BY:

/  
Enclosures