

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

D A T E

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

Re: Warranty Deeds

Dear :

Enclosed please find the original Warranty Deed regarding the property in County. This deed has been recorded at the courthouse, but you need to place the original somewhere for safe keeping. We have retained a copy of the deed for our records.

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

Sincerely,

BY:

/  
Enclosure