

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

DATE

Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Re: Name  
Address  
City, State Zip Code  
Name Loan No.  
FHA Loan No

Dear Sir:

Enclosed is a copy of first and last page of the Deed of Trust executed by \_\_\_\_\_ to \_\_\_\_\_, and a copy of the Assignment executed by \_\_\_\_\_, which has an invalid acknowledgement. The title to the property can not be insured until a Corrected Assignment has been recorded to cure the title.

Enclosed is a Corrected Assignment which we would appreciate you executing and returning to our office for recording to cure the title. A stamped, addressed envelope is enclosed for your convenience in returning the Assignment.

Should you require anything further, please call our office at **Telephone Number** and ask for the foreclosure desk.

Sincerely,

Name

:  
Enclosures

cc: Name  
Address Line 1  
Address Line 2  
City, State Zip Code