

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
Loan Number

Dear :

Enclosed is the first and last page of the Deed of Trust executed by , to ,
Trustee for the use and benefit of , which Deed of Trust was executed on , and is on
file and of record in the office of the Chancery Clerk of , State, in Deed of Trust Record
Book at Page .

According to a recent title search, this Deed of Trust has not cancelled of record.

Please forward our office a recorded copy of the cancellation of this Deed of Trust.

If you have any questions, please call **Telephone Number** and ask for the foreclosure desk.

Thank you for your assistance.

Sincerely,

Name

:
Enclosure