

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 No.
Name
Loan Number

Dear :

Enclosed is a copy of the Authorization for our office to commence eviction of property described in a Deed of Trust foreclosed by your office

Please fax a copy of the recorded Substitute Trustee's Deed to our office at .

Your furnishing our office with this instrument will be appreciated.

Sincerely,

Name

:
Enclosure

cc: FAXED TO:

Name
Attention: Name Telephone Number
Or Name Telephone Number