

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:           v.  
Cause No.  
Cancellation

Dear N A M E:

This letter is to inform you that the cancellation of the subject deed of trust has been filed of record in the Office of the Chancery Clerk of N A M E County, State.

There was a miscommunication between           and           in having the cancellation executed.

Please contact me at your convenience to discuss further the settlement issues in this case.

Please call if you have any questions.

Sincerely,

N A M E

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