

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

D A T E

Chancery Clerk of        County  
Attention:  
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:    N A M E  
      Cancellation of Deed of Trust

Dear N A M E:

Enclosed please find an original and a copy of the Cancellation of Deed of Trust. Please file same in the customary manner and return the copy to me stamped "filed" in the enclosed self-addressed stamped envelope.

Please call if you have any questions.

Sincerely,

N A M E

Enclosure