

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

DATE

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

Re: ADDRESS LINE
CITY, STATE ZIP CODE
Lot of Block of the Subdivision

Dear NAME:

Enclosed please find a Quitclaim Deed for the above-entitled piece of property. This is the subject property which was foreclosed upon in DATE. In order to clear up any confusion which may exist as to the subject property, we will be required to file a Confirmation suit or have this Quitclaim Deed executed.

We would appreciate you executing the Quitclaim Deed enclosed and returning it to my attention in the enclosed envelope.

Thank you for your cooperation in advance. Please call if you have any questions.

Sincerely,

NAME

Enclosure