

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: VS.

Dear Sir:

Enclosed please find the original and a copy of the Complaint to Reform Title in Deed of Trust on the above referenced matter and our check in the amount of \$ for filing fee. Please send a stamped "filed" copy back to us in the enclosed envelope.

We have enclosed a summons for N A M E and our check in the amount of \$ to the Sheriff of County.

Should you have any questions, please do not hesitate to call our office at .

Sincerely,

:
Enclosure

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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: N A M E
V S .
N A M E
C a s e #

Dear :

Enclosed please find the original executed Agreed Order on the above referenced matter.
Please "file" and return to us in the enclosed envelope.

Should you have any questions, please do not hesitate to call our office at .

Sincerely,

N A M E

:
Enclosure

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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: N A M E
V S .
N A M E
C a s e #

Dear :

Enclosed is an Agreed Order which we would appreciate you recording in your land records. The filing fee in the amount of \$ is also enclosed.

Please return the original to this office.

Should you have any questions, please do not hesitate to call our office at .

Sincerely,

:
Enclosure