

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: N A M E
vs.

Dear N A M E:

Enclosed please find the original assignment from N A M E to N A M E to be recorded. Once you have the Book and Page of the assignment, please insert them into the Complaint.

Also, enclosed please find the original and two copies of the Complaint to Confirm Title in Deed of Trust and Authorize Nonjudicial Foreclosure 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.

A summons for and with our check in the amount of \$ to the Sheriff of County is also enclosed.

Your assistance in this matter is greatly appreciated, please find enclosed our check in the amount of \$ for your services. Should you have any questions, please do not hesitate to call our office at .

Sincerely,

N A M E.

:
Enclosure

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DATE

NAME
COMPANY
ADDRESS LINE
CITY, STATE ZIP CODE

Re: Our file: NAME
Assignment to be executed by

Dear :

Our firm has been requested to foreclose on the above referenced account. In our initial title search, the assignment by was executed before they had title to the property. Therefore, the assignment is invalid.

Your secretary, , instructed our office to send the documents to you and you would forward them to the appropriate person to execute them. Your assistance in this matter is greatly appreciated.

Enclosed please find a Corrected Assignment to be executed and a copy of the original assignment for your review.

Should you have any questions, please do not hesitate to contact our office at and ask for the foreclosure desk.

With kindest regards, I am

Sincerely,

:
Enclosure