

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

Date

Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Re: Sale of Property to Name

Dear Name:

As you will recall, we closed the sale of your property in City, State to Name. At the time of the sale, we prepared title work based on the deed transferring the property to you and the title opinion you had received from Name, attorney at law, on Date. A defective legal description was contained in the deed to you and in the title opinion prepared by Name. Unfortunately, we carried this defective legal description forward into the deed to Name. The problem with the legal description was discovered when Name attempted to obtain a homestead exemption on the property.

In order to correct the defective legal description, we have prepared the enclosed Corrected Warranty Deed. We believe the new description is the proper one, although we are not absolutely positive because no survey has been done on the property. However, we believe the description to be proper and adequate based on the information available to us.

Please sign the Corrected Warranty Deed in front of a notary and return to us for recording at your earliest convenience. We have enclosed a self-addressed, stamped envelope for your use. There will be no charge for our services in connection with correcting the Warranty Deed.

Should you have any questions or desire to discuss this matter, please do not hesitate to contact me.

Sincerely,

Name

BY:

Name

/

Enclosures