

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name/Escrow Officer]
[Company Name]
[Address]
[City, State, Zip Code]

RE: Title Transfer Instructions for Property: [Property Address]
Escrow/File Number: [Number]

Dear [Recipient Name],

This letter serves as formal instruction regarding the transfer of title and the preparation of the deed for the above-referenced property.

Please prepare the [Type of Deed, e.g., Grant Deed/Warranty Deed/Quitclaim Deed] to reflect the following ownership information:

Grantor(s) (Current Owner): [Full Name of Current Owner/Seller]
Grantee(s) (New Owner): [Full Name of Buyer/Receiver]

Manner in which Title is to be held:

[Example: Joint Tenants / Tenants in Common / Community Property / Sole Ownership / Within a Trust]

Legal Description:

[Insert Legal Description or "See Attached Exhibit A"]

Mailing Address for Future Tax Statements:

[Address where tax bills should be sent]

Upon completion of the deed, please ensure it is recorded with the [County Name] Recorder's Office following the closing of this transaction. Provide a copy of the recorded document to my attention at the address listed above once available.

If there are any further documents or information required to finalize this transfer, please contact me immediately.

Sincerely,

[Signature]

[Printed Name]