

[Date]

[Grantor Name(s)]  
[Grantor Mailing Address]  
[City, State, Zip Code]

[Grantee Name(s)]  
[Grantee Mailing Address]  
[City, State, Zip Code]

**RE: Execution of Quitclaim Deed for Property Located at: [Property Address]**

To Whom It May Concern,

This letter serves to formally transmit the enclosed Quitclaim Deed regarding the property located at [Full Property Address], further described as [Legal Description or Parcel Number].

The purpose of this document is to transfer all rights, title, and interest held by the Grantor(s) to the Grantee(s). This transfer is being executed for the following reason: [Insert reason, e.g., gift, divorce settlement, transfer to trust, or "valuable consideration"].

By signing the enclosed document in the presence of a Notary Public, the Grantor(s) hereby relinquish any claim to the aforementioned property. Please find the necessary signature lines and notary acknowledgment sections attached.

Upon execution, please ensure the original document is recorded with the [County Name] County Recorder's Office to finalize the transfer of title.

Sincerely,

\_\_\_\_\_  
[Grantor Signature]  
[Grantor Printed Name]

\_\_\_\_\_  
[Grantee Signature/Acknowledgment if required]  
[Grantee Printed Name]

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**Enclosures:** [List documents, e.g., Original Quitclaim Deed, Tax Affidavit]