

[Your Name]
[Your Current Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Name of County Recorder/Lender/Title Company]
[Department Name]
[Address]
[City, State, Zip Code]

RE: Property Title Clearance and Transfer of Ownership

Property Address: [Full Address of the Property]

Parcel/Account Number: [Insert Number]

To Whom It May Concern,

I am writing to formally request the update of title records for the property referenced above following the dissolution of my marriage. Pursuant to the Final Decree of Divorce issued on [Date of Decree] in the case of [Case Name/Number] in [Name of Court], the legal ownership of this property has been awarded solely to [Your Name / Party Receiving Title].

Please find the following documents enclosed to facilitate this request:

- A certified copy of the Divorce Decree (relevant sections highlighted).
- An executed and notarized Quitclaim Deed / Grant Deed.
- [List any other required forms, e.g., Affidavit of Death, Change of Ownership Report].

Please update your records to reflect that [Former Spouse's Name] no longer holds an interest in the property and ensure that all future correspondence, tax bills, and notices are sent to the address provided above.

If there are any fees required for recording these documents or if additional information is needed, please contact me directly at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]