

[Current Date]

[Grantee Name]

[Grantee Mailing Address]

[City, State, Zip Code]

**RE: Confirmation of Deed Recording**

Dear [Grantee Name],

We are pleased to inform you that the [Type of Deed, e.g., Warranty Deed] for the property located at [Property Address or Parcel Number] has been officially recorded with the [Name of County/City] Recorder's Office.

Recording details are as follows:

- **Recording Date:** [Date]
- **Instrument Number:** [Number]
- **Book/Page Number:** [Book/Page, if applicable]

The original recorded document is enclosed with this letter. Please keep this document in a safe place, as it serves as the official record of your ownership interest in the property.

If you have any questions regarding this recording, please contact our office at [Phone Number].

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]

Enclosure: Original Recorded Deed