

[Sender Name/Company Name]
[Sender Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]

RE: Confirmation of Deed Recording - [Property Address/Legal Description]

Dear [Recipient Name],

This letter serves as formal confirmation that the [Type of Deed, e.g., Warranty Deed/Quitclaim Deed] regarding the commercial property located at [Property Address] has been officially recorded with the [County Name] County Recorder's Office.

The recording details are as follows:

- **Recording Date:** [Date]
- **Instrument/Document Number:** [Number]
- **Book/Volume and Page:** [If applicable]
- **Grantor:** [Name of Seller/Transferor]
- **Grantee:** [Name of Buyer/Receiver]

Enclosed with this letter is [a copy of the recorded deed / the original recorded document] for your permanent records. Please ensure this document is stored in a secure location as it represents the legal proof of ownership transfer.

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

Sincerely,

[Signature]

[Typed Name]
[Title/Position]

Enclosure: Recorded Deed