

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Confirmation of Deed Recording - [Property Address]

Dear [Recipient Name],

We are writing to confirm that the deed for the residential property located at [Property Address] has been officially recorded with the [County/City] Recorder's Office.

Please find the recording details below for your records:

- **Recording Date:** [Date]
- **Document Number:** [Number]
- **Book/Page Number:** [If applicable]
- **Grantor:** [Name]
- **Grantee:** [Name]

The original recorded deed is [attached to this letter / being held in escrow / will be mailed to you directly from the county office].

This document serves as legal evidence of the transfer of ownership. We recommend that you keep this confirmation and the original deed in a secure location, such as a safe deposit box.

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

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]