

[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 listed below has been officially recorded with the [County Name] County Recorder's Office.

Property Details:

- **Property Address:** [Full Property Address]
- **Legal Description:** [Lot/Block or APN Number]
- **Recording Date:** [Date of Recording]
- **Instrument/Document Number:** [Recording Number]
- **Book/Page:** [Book and Page Number, if applicable]

Enclosed with this letter is the original recorded deed for your permanent records. We recommend that you keep this document in a safe and secure location, such as a safe deposit box.

Please note that your Title Insurance Policy will be sent to you [separately / under this same cover].

If you have any questions regarding this recording or your closing file, please feel free to contact our office at [Phone Number] or via email at [Email Address].

Thank you for choosing [Title Company Name] for your real estate transaction.

Sincerely,

[Name of Escrow Officer/Closer]

[Title]

[Title Company Name]

Enclosure: Original Recorded Deed