

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Confirmation of Deed Recording

Property Address: [Property Address]

Escrow Number: [Escrow Number]

Dear [Recipient Name],

This letter serves as formal notification that the Grant Deed for the above-referenced property was successfully recorded with the [County Name] County Recorder's Office.

Recording details are as follows:

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

As the Escrow Agent, we have verified that the title has officially transferred. Following the recording, our office will proceed with the final disbursement of funds and the closing of the escrow file.

The original recorded deed will be mailed directly to [Name of Party] by the County Recorder within [Number] weeks. We have enclosed a copy of the unrecorded deed and the recording confirmation receipt for your immediate records.

Should you have any questions regarding this recording or the final closing statement, please contact our office at [Phone Number].

Sincerely,

[Escrow Officer Name]

[Escrow Company Name]

[Contact Information]