

[County Clerk's Name]
[County Name] County Clerk's Office
[Office Address]
[City, State, Zip Code]
[Phone Number]

[Date]

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

RE: Confirmation of Deed Recording

Dear [Recipient Name],

This letter serves as official confirmation that the following document has been successfully recorded with the [County Name] County Clerk's Office:

- **Document Type:** [Type of Deed, e.g., Warranty Deed]
- **Grantor(s):** [Name of Seller/Transferor]
- **Grantee(s):** [Name of Buyer/Receiver]
- **Property Address:** [Legal Address of Property]
- **Assessor's Parcel Number (APN):** [Parcel ID]

The document was recorded on **[Date of Recording]** and has been assigned the following recording information:

- **Instrument Number:** [Number]
- **Book / Volume:** [Number]
- **Page:** [Number]

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

If you have any questions regarding this recording, please contact our office at [Phone Number] and reference the Instrument Number listed above.

Sincerely,

[Signature]
[Printed Name of Clerk/Deputy Clerk]
[Title]
[County Name] County Clerk's Office