

[Date]

[Seller Name]

[Seller Forwarding Address]

[City, State, Zip Code]

Re: Confirmation of Deed Recording

Dear [Seller Name],

We are writing to formally notify you that the Grant Deed for the sale of the 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/Page (if applicable):** [Details]

This recording completes the final step of the property transfer process. Ownership has been legally transferred to the buyer, [Buyer Name].

Enclosed/Attached you will find a copy of the recorded document for your personal records. We recommend keeping this with your closing statement and tax documents.

Thank you for the opportunity to assist you with this transaction. If you have any remaining questions, please contact our office at [Phone Number].

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]