

[Date]

[Recording Office Name]

[Address]

[City, State, Zip Code]

RE: Submission of Recorded Mortgage / Deed of Trust

Dear Recording Clerk,

Please find enclosed the original Mortgage/Deed of Trust for recording regarding the property listed below:

- **Borrower Name(s):** [Borrower Name]
- **Property Address:** [Full Property Address]
- **Loan Number:** [Loan Number]
- **Date of Execution:** [Closing Date]

Enclosed is a check in the amount of \$[Amount] for the required recording fees. Please return the original recorded document to the following address once the process is complete:

[Your Company Name]

[Attention: Department/Name]

[Mailing Address]

[City, State, Zip Code]

If there are any issues or additional fees required, please contact me immediately at [Phone Number] or [Email Address].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title]