

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department]
[Office of the County Recorder/Land Registry/Tax Office]
[Agency Address]

RE: Request for Relief/Exemption Regarding Property Transfer Paperwork

To Whom It May Concern,

I am writing to formally request relief regarding the paperwork requirements for the transfer of the property located at [Property Address], identified by Parcel Number/APN [Insert Number].

Specifically, I am requesting [select one: a waiver of certain filing fees / an extension of the filing deadline / an exemption from specific documentation].

The reason for this request is as follows: [Briefly describe the hardship or reason for relief, e.g., financial hardship, inheritance issues, or administrative error].

Attached to this letter are supporting documents, including [List attachments, e.g., death certificates, financial statements, or previous correspondence].

I am eager to ensure that the property title is correctly recorded and that all legal obligations are met. I appreciate your time in reviewing this request and look forward to your guidance on the next steps.

Sincerely,

[Your Signature]

[Your Printed Name]