

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

[Date]

[Recipient Name or Department Name]
[Organization/Agency Name]
[Address]

RE: Submission of Missing Property Deed for [Property Address]

Dear [Recipient Name],

I am writing to submit the property deed for the property located at [Full Property Address], identified by Parcel/Folio Number [Number].

This document was previously missing from my [Application/File/Record] dated [Date of original submission]. Please find the enclosed certified copy of the deed, which confirms ownership and the legal description of the property.

Kindly update my file to reflect that this requirement has now been met. If any further information or documentation is required to complete this process, please contact me at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: Property Deed for [Property Address]