

**Date:** [Insert Date]

[Recording Officer/County Recorder Name]  
[County Recorder's Office/Title Company Name]  
[Address]  
[City, State, Zip Code]

**RE: Letter of Instruction for Recording of Deed and Encumbrances**

**Property Address:** [Insert Full Property Address]  
**Assessor's Parcel Number (APN):** [Insert APN]

To the Recording Officer,

Please find enclosed the original documents required for formal recording regarding the above-referenced property. You are hereby instructed to record the documents in the following sequential order:

1. **Warranty Deed:** Conveying interest from [Grantor Name] to [Grantee Name].
2. **Encumbrance/Deed of Trust:** Securing a lien in favor of [Lender Name] in the amount of \$[Amount].
3. [Insert any additional documents, e.g., Easements or Assignments, if applicable].

Attached is a check in the amount of \$[Amount] for the required recording fees. If the fees differ from this amount, please contact the undersigned immediately.

Once the documents have been officially recorded, please return the original instruments to the following address:

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

Should you have any questions or require further clarification, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]  
[Printed Name]  
[Title/Company, if applicable]

**Enclosures:**

1. Original Warranty Deed
2. Original Deed of Trust/Mortgage
3. Payment for Recording Fees