

[Your Name]

[Your Address]

[Your City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Name of County Recorder/Registrar]

[Office Name]

[Address]

[City, State, Zip Code]

RE: Recording of Personal Representative's Deed for [Property Address]

To the Office of the Recorder,

Please find enclosed the original documents required for the transfer and recording of real property title pursuant to the probate proceedings of the Estate of **[Deceased Person's Full Name]**, Case Number **[Probate Case Number]**.

Enclosed are the following documents for your review and recording:

- Original Personal Representative's Deed (executed and notarized)
- Certified copy of the Letters of Administration / Letters Testamentary
- [Name of State/County] Preliminary Change of Ownership Report (PCOR)
- Affidavit of Death of Joint Tenant (if applicable)
- A check in the amount of **[\$Amount]** for recording fees

The property is identified as follows:

- **Assessor's Parcel Number (APN):** [Insert APN]
- **Legal Description:** [Insert Legal Description or "See Exhibit A attached to Deed"]

Once the recording is complete, please return the original documents to the address listed at the top of this letter. A self-addressed stamped envelope is enclosed for your convenience.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Title: e.g., Executor / Administrator / Personal Representative]