

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

[Date]

[Name of County Clerk/Recorder]
[County Name] County Clerk's Office
[Office Address]
[City, State, Zip Code]

RE: Recording of Real Estate Deed for [Property Address or Parcel ID]

To the County Clerk,

Please find enclosed the original [Type of Deed, e.g., Quitclaim Deed / Warranty Deed] for the property located at [Property Address].

I am submitting this document for official recording in the land records of [County Name] County. Along with the deed, I have enclosed the following:

- The original signed and notarized deed.
- A check in the amount of \$[Amount] for the recording fees.
- [Optional: Preliminary Change of Ownership Report (PCOR)].
- [Optional: Affidavit of Property Value].
- A self-addressed, stamped envelope for the return of the original recorded document.

Please record this instrument and return the original to me at the address listed above once the process is complete. If there are any issues or additional fees required, please contact me immediately at [Your Phone Number].

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]