

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Name of Contact Person]
[Title Company Name]
[Company Address]
[City, State, Zip Code]

RE: Letter of Instruction for Deed Recording

Property Address: [Full Property Address]

Escrow/File Number: [File Number]

To Whom It May Concern,

I am writing to formally instruct [Title Company Name] to proceed with the recording of the enclosed deed regarding the property referenced above.

Please find the following original documents attached for your processing:

- [Type of Deed, e.g., Warranty Deed / Quitclaim Deed]
- [Supporting Document, e.g., Affidavit of Property Value]
- [Payment for Recording Fees]

Specific Instructions:

1. Verify that the deed is in recordable format according to county standards.
2. Record the deed with the [Name of County] Recorder's Office immediately.
3. Once recorded, please provide a digital copy of the stamped document to my email address listed above.
4. The original recorded deed should be mailed to: [Name and Mailing Address for Original].

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

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]