

**DATE:** [Date]

**TO:** [Title Company/County Clerk Name]

**ATTN:** [Department/Contact Person]

**ADDRESS:** [Full Mailing Address]

**RE: RECORDING INSTRUCTIONS**

**Property:** [Property Address or Legal Description]

**Grantor:** [Seller/Entity Name]

**Grantee:** [Buyer/Entity Name]

**Escrow/File No:** [Reference Number]

To Whom It May Concern:

Enclosed please find the original executed [Type of Deed, e.g., Special Warranty Deed] regarding the above-referenced property. Please proceed with the formal recording of this document in the public records of [County Name], [State].

**Special Instructions:**

- Confirm all necessary signatures and notary acknowledgments are present.
- Ensure the correct Transfer Tax/Recording Fees are applied.
- [Optional: Insert instruction regarding specific sequence of recording if multiple documents exist].

**Payment of Fees:**

[Select one: Payment is enclosed / Please charge our account # / Recording fees are to be paid by Grantee].

**Return of Documents:**

Once the recording is complete, please return the original document(s) with the recording stamp to:

[Name/Company Name]

[Mailing Address]

[Phone Number]

Please acknowledge receipt of these instructions by signing and returning a copy of this letter or by providing a confirmation email to [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

**Enclosures:**

[List Documents, e.g., Original Deed, Transfer Tax Affidavit, Check for Recording Fees]