

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

[Date]

[County Recorder/Registrar of Deeds Name]  
[County Office Name]  
[Office Address]  
[City, State, Zip Code]

**RE: Instruction to Record Quitclaim/Warranty Deed**

To the County Recorder,

Please find enclosed an original [Type of Deed, e.g., Warranty Deed or Quitclaim Deed] for the residential property located at:

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

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

- A check in the amount of \$[Amount] for recording fees.
- A completed [Name of State/County Transfer Tax Form, if applicable].
- A self-addressed stamped envelope for the return of the original recorded document.

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

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]