

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

[Date]

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

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

To the County Recorder,

Please find enclosed the original [Type of Deed, e.g., Quitclaim Deed / Warranty Deed] to be recorded in your county records regarding the property located in [County Name].

Included in this package are the following:

- The original signed and notarized Deed.
- A check in the amount of \$[Amount] for recording fees.
- [Include any State/County Specific Tax Forms, if applicable].
- A self-addressed stamped envelope for the return of the recorded document.

Upon completion of the recording process, please return the original document to the address provided below:

[Name]  
[Mailing Address]  
[City, State, Zip Code]

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

Thank you for your assistance.

Sincerely,

[Your Signature]

[Your Printed Name]