

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Date]

[County Recorder/Registrar Office Name]  
[Recording Department Address]  
[City, State, Zip Code]

**RE: REQUEST FOR EXPEDITED RECORDING**

Property Address: [Full Property Address]  
Parcel ID/APN: [Assessor's Parcel Number]  
Document Type: [Type of Deed, e.g., Grant Deed, Warranty Deed]

To the County Recorder,

Please find the enclosed original deed and required documentation for the above-referenced property. I am formally requesting that this document be recorded on an expedited basis.

Reason for expedited request: [State reason, e.g., pending sale, loan rate lock expiration, or legal deadline].

Enclosed are the following items:

- Original signed and notarized Deed.
- Preliminary Change of Ownership Report (PCOR).
- Check # [Number] in the amount of \$[Amount] for recording fees [and expedite fees if applicable].
- A self-addressed, stamped envelope for the return of the recorded document.

If there are any issues preventing the immediate recording of this document, please contact me immediately at [Your Phone Number] or via email at [Your Email Address].

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]