

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

[Date]

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

RE: Submission of Quitclaim Deed for Recording

To the County Recorder,

Enclosed please find an original Quitclaim Deed for the property located at [Property Address/Legal Description] in [County Name].

I have also enclosed the following items required for processing:

- A check in the amount of \$[Amount] for the recording fees.
- [Name of any required Tax Affidavit or Supplemental Forms, if applicable].
- A self-addressed stamped envelope for the return of the original recorded document.

Please record this deed and return the original to the address provided above once the process is complete.

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

Sincerely,

[Your Signature]

[Your Printed Name]