

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

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

RE: Recording of Warranty Deed

Dear County Recorder,

Please find enclosed an original Warranty Deed for recording regarding the property located at [Property Address or Parcel Identification Number].

Enclosed are the following items:

- Original signed and notarized Warranty Deed.
- Check # [Check Number] in the amount of \$[Amount] for recording fees.
- [Required Tax Affidavit or Transfer Form, if applicable].
- A self-addressed stamped envelope for the return of the original document.

Once the deed has been officially recorded, please return the original document to my attention using the enclosed envelope.

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

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]