

Date: [Date]

To: [Name of County Recorder/Registrar of Titles]

Address: [County Office Address]

City, State, Zip: [City, State, Zip Code]

RE: Letter of Instruction for Electronic Recording of Real Estate Deed

To the Office of the Recorder:

Please find the following document(s) submitted herewith for electronic recording:

- **Document Type:** [e.g., Warranty Deed, Quitclaim Deed, Grant Deed]
- **Grantor(s):** [Name of Current Owner/Seller]
- **Grantee(s):** [Name of New Owner/Buyer]
- **Property Address:** [Full Physical Address of the Property]
- **Assessor's Parcel Number (APN):** [Parcel Number]
- **Legal Description:** [See Attached / Insert Brief Legal Description]

Instructions:

1. Please record the attached deed electronically in the official records of [Name of County].
2. The applicable recording fees and transfer taxes in the amount of \$[Amount] are to be paid via [Electronic Funds Transfer/Account Number].
3. Once the recording is complete, please provide the electronic confirmation and the recorded document information (Instrument Number, Book, and Page) to the undersigned.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Company Name, if applicable]

[Mailing Address]