

Date: [Date]

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

Re: Recording of Real Estate Deed

To the County Recorder,

Please find enclosed the following original document(s) for recording against the property located at [Property Address].

Property Details:

Parcel ID / APN: [Parcel Number]

Legal Description: [Insert Brief Legal Description or 'See Attached']

Enclosed Documents:

- Original [Type of Deed, e.g., Warranty Deed/Quitclaim Deed]
- [Affidavit of Value / Transfer Tax Forms, if applicable]
- Check number [Check Number] in the amount of \$[Amount] for recording fees.

Instructions:

1. Record the enclosed Deed in the official records of [County Name].
2. Apply the enclosed payment to the required recording fees and transfer taxes.
3. Once recorded, please return the original document(s) to the following address:

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

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

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Company, if applicable]