

Date: [Insert Date]

To: [Name of Recipient/Entity]

Address: [Insert Address]

City, State, Zip: [Insert City, State, Zip]

RE: Formal Request for Subject Property Legal Description

To Whom It May Concern,

Please provide the formal legal description for the property located at the following address:

Street Address: [Insert Property Address]

Assessor's Parcel Number (APN): [Insert APN if known]

The requested legal description should include the full metes and bounds, lot and block information, or plat map reference as recorded in the official county records. This information is required for [Insert Reason: e.g., real estate closing, title insurance, or deed preparation].

Please deliver the document via [Insert Delivery Method: e.g., email to address / physical mail].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]