

**CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

Date: [Insert Date]

**RE: Notice of Appointment of Substitute Trustee**

**Grantor/Borrower:** [Insert Borrower Name]

**Original Trustee:** [Insert Original Trustee Name]

**Deed of Trust Date:** [Insert Date of Deed]

**Recording Information:** [Insert Volume/Page or Instrument Number]

**Property Address:** [Insert Full Legal Address]

To Whom It May Concern:

Pursuant to the terms and conditions of the Deed of Trust described above, the current beneficiary and legal holder of the Note, [Insert Name of Mortgagee/Lender], hereby removes the Original Trustee and any previously appointed Substitute Trustees.

Notice is hereby given that the beneficiary has appointed [Insert Name of New Substitute Trustee(s)] as Substitute Trustee(s) to act under and by virtue of said Deed of Trust.

The Substitute Trustee is authorized to exercise all powers granted to the Original Trustee, including but not limited to the power to initiate foreclosure proceedings and conduct a public auction of the property as provided by law and the terms of the security instrument.

All future correspondence regarding the foreclosure or the sale of the property should be directed to the Substitute Trustee at the contact information provided below:

[Substitute Trustee Name]

[Mailing Address]

[City, State, Zip Code]

[Phone Number]

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Lender/Service Name]