

Date: [Insert Date]

To: [Insert County Recorder/Registrar Name]

[Insert Office Address]

[Insert City, State, Zip Code]

RE: Instruction for Deed Recording and Mortgage Satisfaction

Property Address: [Insert Full Property Address]

Parcel ID / APN: [Insert Parcel Number]

Original Mortgage/Deed of Trust Reference: [Insert Book/Page or Instrument Number]

To Whom It May Concern,

Enclosed please find the necessary documentation and payment for the recording of a Deed and the Satisfaction of Mortgage regarding the above-referenced property.

Please perform the following actions:

- **Record the Grant/Warranty Deed:** Conveying interest from [Grantor Name] to [Grantee Name].
- **Record the Satisfaction of Mortgage / Release of Lien:** Issued by [Lender Name] confirming the full payment and discharge of the mortgage dated [Original Mortgage Date].

Enclosures:

- Original Signed and Notarized Deed
- Original Signed and Notarized Satisfaction of Mortgage / Release of Lien
- Check/Money Order in the amount of \$[Insert Amount] for recording fees
- Self-addressed stamped envelope for the return of recorded documents

Upon completion of the recording process, please return the original documents to the following address:

[Insert Name]

[Insert Mailing Address]

[Insert City, State, Zip Code]

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

Sincerely,

[Your Signature]

[Your Printed Name]