

PREPARE ON FIELD OFFICE LETTERHEAD

COVER LETTER - COPY OF EXECUTED QUITCLAIM DEED
BEFORE RECORDING

CERTIFIED MAIL - RETURN RECEIPT REQUESTED

XYZ Mortgage Company
456 Ferndale Road
Happy Glen, IN 12345-0000

Subject: FHA Case Number:
 Mortgagee Reference:
 Property Address:

Dear (insert name or Associate):

Enclosed is a copy of the Quitclaim Deed for the subject property. As soon as the deed is recorded, we will forward it to you via certified mail.

If you have any questions, please contact (insert contact name) on (insert area code and phone number).

Sincerely,

Chief Property Officer or designee

Enclosure