

SAMPLE FORMAT

This is not an approved Departmental form. Its use is not prescribed, nor is it available from any Departmental administrative source. The requested information may be collected in any desired format.

FIELD OFFICE LETTERHEAD

COVER LETTER - RECORDED QUITCLAIM DEED TO MORTGAGEE

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 Associate or name):

Enclosed is a Quitclaim Deed for the subject property. The Deed was recorded on (Insert date of recording) at liber (or book) (Insert liber or book) and folio (or vol.) and page (Insert folio or vol. And page) at (Insert location of recorder's office.)

Sincerely,

Chief Property Officer

Enclosure