

Instructions: This is a model letter. Adapt to fit your facts and circumstances.

<date>

<client>

<address>

<address>

<address>

Re: <style of case>

Dear <client>:

Enclosed herewith please find a certified copy of your Judgment and Decree and the Quit Claims Deed relating to your homestead which have been recorded with the _____ County Recorder's Office as Document Nos. _____ and _____ respectively. These are important documents and should be retained by you in a safe place. Please return the enclosed copy of this letter after you have signed and dated it so that our file will reflect that you received the recorded documents.

I believe that this concludes any matters relative to your file, and, accordingly, I am closing same.

Sincerely,

RECEIVED THIS ____ DAY OF _____, 20__

Name of Client

Sample Responses To Document Requests

James Gross



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