[date.day] [date.month] [date.year]

[a.firm\_name]

Attorneys-at-Law

[a.address\_line1]

[a.address\_line2]

[a.address\_city]

[a.address\_state]

**Attention: [a.pa\_title] [a.pa\_first] [a.pa\_last]**

Dear Sirs:

**Re: Sale of [p.lot\_no] , [p.address\_line1], [p.address\_line2] , [p.address\_city] , [p.address\_state] ; From [v.first] [v.middle] [v.last] [v.suffix] to [b.first] [b.middle] [b.last] [b.suffix]**

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We refer to the above matter and are pleased to advise that the Certificate of Title for the above lot has now been issued. Accordingly we enclose herewith:

* Copy duplicate Certificate of Title registered at Volume [p.volume\_no] Folio [p.folio\_no] of the Register Book of Titles;
* Instrument of Transfer in duplicate;
* Application of Membership in [p.dev\_name] Homeowners Association Limited in duplicate;
* Maintenance Agreement in duplicate; and
* Our Official Receipts for the sums of

**US$**

**US$**

**J$**

We look forward to the return of the documents listed at Items 2 to 4 above duly executed by your client, in order that we may proceed with the transfer of title to him.

Yours faithfully,

**HART MUIRHEAD FATTA**

**Per:**

**TRACEY ANN LONG (MS.)**

Encl