

Letter of Clarification

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to clarify the details regarding the deed transfer services provided by [Company Name]. It has come to my attention that there may be some confusion surrounding the process and timelines involved.

Specifically, I would like to highlight the following points:

- **Service Overview:** [Briefly describe the services offered regarding deed transfer.]
- **Timeline:** [Provide information on the expected timeline for deed transfers.]
- **Fees:** [Outline any fees associated with the services.]
- **Contact Information:** [Include relevant contacts for further inquiries.]

If you have any questions or require further clarification, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email]. I look forward to your response and a continued partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]