

# LETTER TO LOT/GRAVE TRANSFER FORM

NAME

ADDRESS

CITY, STATE, ZIP CODE

Dear

As requested, we have prepared the enclosed Lot/Grave Transfer Form whereby you will transfer your interest in Grave(s) \_\_\_\_\_, in Lot \_\_\_\_\_, Block \_\_\_\_\_, Section \_\_\_\_\_, in \_\_\_\_\_ Cemetery to \_\_\_\_\_. This form should be dated and signed by you before a notary public.

When completed, the Lot/Grave Transfer Form should be returned to this office in the enclosed envelope, accompanied by your original deed in your name, and a remittance of \$\_\_\_\_\_.

Upon receipt of this form and the original deed, the documents will be placed on file and our records changed accordingly. A new cemetery easement for Grave(s) \_\_\_\_\_ will then be issued to \_\_\_\_\_. And your original deed will be endorsed showing the transfer of the Grave(s).

Very truly yours,

Enclosure