### **\*LETTER OF DIRECTION\***

Dear Sir/Madam,

I have contracted with [COMPANY NAME] to make an application for and/or claim the surplus funds held by your office and due to me as a result of the [TAX/MORTGAGE] foreclosure sale of the property located at [CLAIMANT ADDRESS] [CLAIMANT CITY] [CLAIMANT STATE] [CLAIMANT ZIP CODE].

Please make the check out to [COMPANY NAME]. If it is the policy of your office to make said check(s) payable to the claimant only, then please do so and send it to me in care of [COMPANY NAME] at the following address:

 **[COMPANY NAME]**

**[CLAIMANT FIRST NAME] [CLAIMANT LAST NAME]**

**[ADDRESS] [CITY] [STATE] [ZIP CODE]**

If you have any questions or concerns about my application and/or claim, please do not hesitate to contact [COMPANY NAME] at [PHONE NUMBER]. These are my explicit instructions, please follow them as directed.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_

[CLAIMANT FIRST NAME] [CLAIMANT LAST NAME]

**NOTARY ACKNOWLEDGEMENT**

On this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_, before me, a Notary Public for the state of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the county of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, personally appeared [CLAIMANT FIRST NAME] [CLAIMANT LAST NAME], the undersigned, known to be the individual(s) described in and who executed the foregoing instrument, and acknowledged that he/she/they signed the same as his/her/their free and voluntary act and deed, for the uses and purposes therein mentioned. In witness whereof, I hereto set my hand and official seal.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary’s Signature

[seal] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary’s Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Commission Expires