(REMOVE UPON RECIPT - ADJUST THE LANGUAGE TO REFLECT YOUR CIRCUMSTANCES)

TO: Bill Hewitt

Lamar County Clerk of Superior Court

326 Thomaston St

Barnesville, Georgia 30204-1609

Phone: (770) 358-5145

FROM: Your Name

Your Address

City, State ZIP

(XXX) XXX-XXXX

[Emailaddress](mailto:Emailaddress@provider.com)

Dear Mr. Hewitt,

In the group of documents paper clipped together, I need for you to record and/or file (into misc. file) 8 documents in order. First this Declaration of Status, which itself is 3 pages, followed by the next 13 pages, which is 7 documents as 6 annexed Exhibits A-F (Exhibit B contains 2 notarized documents, the rest of the exhibits each contain one notarized sheet).

I have paper clipped all the pages for the Declaration of Status in order. Please record and/or file and return. I will also need one certified copy.

There are 8 documents all together, 4 declarations, 2 affidavits, and 2 notices and is 16 pages in length total, thus the cost is 10.00 for the first page and 2.00 for the following 15 pages. The total recording cost is 10.00 plus (2.00 x 15 = 30.00) = $40.00.

The Certified copy cost is 5.00 for the first page and 0.50 for the following 15 pages. The total certified copy cost is 5.00 plus (0.50 x 15 = 7.50) = $12.50,

The total cost is $52.50.

I have enclosed a total of $52.50 in a money order for the above referenced filings.

Also enclosed is a UPS Mail envelope to return the documents to me

Tracking No.:

Thank you for your needed attention in this important matter.

Sincerely,

Your Name

(XXX) XXX-XXXX