**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