



October 3, 2019

John Gallagher
[REDACTED]
[REDACTED]

RE: Transfer of deed [REDACTED]

Enclosed you will find the deed to transfer ownership of your timeshare property back to Kings Creek Plantation. Please have the deed signed in the presence of a notary and mail it back to my attention in **7-10 business days** to the address listed below.

Once the notarized deed is received, the deed will be sent to the courthouse for recording.

Written confirmation will be sent to you once the transfer is complete. This process takes about 4-6 weeks for completion.

Important information to note:

If someone will be signing for you as Power of Attorney or Attorney in fact, you will need to contact me to prepare a different deed. The courthouse requires the original Power of Attorney, so the original Power of Attorney will need to be mailed to my attention as well.

Please note once the transfer is complete, your ownership rights will terminate, and any unused points, or reservations made with King's Creek Plantation will be cancelled.

Best Regards,

Stephanie Holfield
Finance Admin Clerk
757.345.6721
sholfield@kingscreekplantation.com

191 Cottage Cove Lane Williamsburg, Virginia 23185 Fax (757) 345-6749
Finance Department