

# Formal Notification for Lien Removal

Date: [Insert Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as formal notification that the lien placed against your property, located at [Property Address], has been removed as of [Removal Date]. The lien was originally filed on [Original Filing Date] and has been cleared following the fulfillment of all required conditions.

Please find enclosed the lien release document for your records. We recommend that you retain this document as proof of lien removal.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]

Enclosure: Lien Release Document