

Lien Discharge Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the discharge of the lien recorded against my property located at [Property Address]. The lien was placed on [Date of Lien] and is associated with [Brief Description of the Debt or Obligation].

As of [Date of Payment/Resolution], the debt has been fully satisfied. Enclosed are copies of the payment documents as evidence of the fulfilled obligation.

Therefore, I kindly request that you process the discharge of the lien at your earliest convenience and provide me with confirmation once it has been removed from the records.

Thank you for your attention to this matter. If you have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]