

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Credit Reporting Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Request to Remove Lien from Credit Report

Dear Sir/Madam,

I am writing to formally request the removal of a lien from my credit report. The details of the lien are as follows:

Account Number: [Account Number]

Date of Lien: [Date of Lien]

Creditor Name: [Creditor Name]

I have settled the account in full and believe that this lien is no longer valid. Enclosed are copies of the documents supporting my claims, including proof of payment and any pertinent correspondence.

Please investigate this matter and remove the lien from my credit report at your earliest convenience. I appreciate your attention to this request and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]