

# Erroneous Tax Lien Notification

Date: [Insert Date]

Recipient Name  
Recipient Address  
City, State, Zip Code

Dear [Recipient Name],

We are writing to inform you of an erroneous tax lien that has been placed on your property. After a thorough review of our records, we have determined that the lien filed on [insert date of lien] for the amount of [insert amount] was recorded in error.

This error occurred due to [brief explanation of the reason for the error]. We sincerely apologize for any inconvenience this may have caused you.

We have initiated the process to correct this mistake and will ensure that the lien is officially released. You can expect to receive confirmation of this action within [insert timeframe].

If you have any questions or need further assistance, please do not hesitate to contact our office at [insert phone number] or [insert email address].

Thank you for your understanding in this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company/Organization Name]  
[Your Contact Information]