

Formal Request for Lien Release

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the release of the lien placed on my property located at [Property Address], which is associated with [Loan Number or Reference]. The lien was established on [Date of Lien] under the terms of [Loan Agreement or Other Relevant Document].

As of [Date], I have fulfilled all requirements and obligations as per our agreement, including [briefly outline any payments or conditions met]. Therefore, I kindly request that you process the lien release at your earliest convenience.

Attached to this letter are copies of all relevant documents substantiating my request, including [list any attached documents, such as payment receipts or correspondence].

Please let me know if you require any additional information or documentation. I look forward to your prompt response regarding this matter.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]