

Inquiry About Tax Lien Release

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Department/Agency Name]

[Agency Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the status of a tax lien that was placed on my property located at [Property Address]. The lien was recorded on [Date of Lien]. I would like to request information regarding the process for lien release and any necessary steps I need to follow to clear this matter.

Additionally, if there are any outstanding amounts or documents required from my side, please let me know so that I can address them promptly.

Thank you for your assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Name]