

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the immediate release of the lien placed on my property located at [Property Address]. The lien was established on [Date of Lien] due to [Reason for Lien]. As of [Date], all obligations related to the lien have been fulfilled.

To facilitate the release process, I have attached all relevant documentation, including proof of payment and any necessary forms. I kindly ask that you process this request at your earliest convenience and send me the lien release document.

Thank you for your prompt attention to this matter. If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,  
[Your Name]