

# Request for Lien Cancellation

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

[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Agency Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request the cancellation of the lien that has been placed against my property located at [Property Address]. The lien in question was recorded on [Date of Lien] and is associated with [Reason for Lien].

As of [Date], I have fulfilled all obligations related to the lien, including [mention any relevant payments or actions taken]. Therefore, I kindly ask that you initiate the process to cancel the lien.

Enclosed with this letter, you will find copies of supporting documents, including [list any enclosed documents].

Please let me know if any further information is required to process my request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,  
[Your Name]