

# Request for Tax Lien Removal from Credit Report

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Credit Reporting Agency Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Credit Reporting Agency Name],

I am writing to formally request the removal of a tax lien from my credit report. The details of the tax lien are as follows:

- Tax Lien Account Number: [Insert Account Number]
- Date Filed: [Insert Date Filed]
- Amount: [Insert Amount]

I have taken steps to resolve this matter, as the lien has either been paid in full or released. I am attaching documentation that supports my request, including [briefly describe the enclosed documents, e.g., payment receipts, release letters].

Given that the lien is no longer valid, I would appreciate your prompt attention to this matter and request the removal of the lien from my credit report. Please confirm receipt of this request and let me know the steps I need to follow to finalize this process.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]