

Tax Lien Cancellation Communication

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the cancellation of a tax lien that has been placed against my property located at [Property Address]. The lien was recorded on [Date of Lien] under the case number [Case Number].

As per your records, the total amount owed has been settled as of [Date of Payment], and I have enclosed the necessary documentation to support this claim, including [list documents such as payment receipts, agreement letters, etc.].

I kindly request your prompt attention to this matter and the subsequent cancellation of the lien from the public records. Please inform me if you require any additional information or further documentation.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]