

# Utility Lien Release Request

Date: \_\_\_\_\_

To: [Utility Company Name]

Address: [Utility Company Address]

City, State, Zip: [Utility Company City, State, Zip]

From: [Your Name]

Address: [Your Address]

City, State, Zip: [Your City, State, Zip]

Phone: [Your Phone Number]

Email: [Your Email]

## **Subject: Request for Utility Lien Release**

Dear [Utility Company Contact Name],

I am writing to formally request the release of the utility lien placed on my property located at [Property Address]. The lien was recorded on [Date of Lien Record] under the lien number [Lien Number].

As of [Settlement Date], all outstanding payments related to the utility services have been settled. Please find attached documents evidencing my payments and fulfilling any obligations pertaining to the lien.

Kindly process this request at your earliest convenience and provide confirmation once the lien has been released. Should you require any additional information, please feel free to contact me using the information above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]