

Lien Release Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the release of the lien associated with the collateral for [describe the loan or obligation, e.g., "Loan Number XYZ123"]. As per our agreement dated [insert agreement date], the terms of the loan have been fulfilled, and the collateral is no longer required to secure the outstanding obligation.

Attached to this letter, you will find documentation proving that the loan has been paid in full, including [list any relevant documents such as payment receipts, loan statements, etc.]. I kindly ask that you process this request at your earliest convenience.

Thank you for your prompt attention to this matter. If you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]