

Lien Release Request

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

[Recipient Name]
[Recipient Title]
[Company/Institution Name]
[Company Address]
[City, State, Zip]

Dear [Recipient Name],

I am writing to formally request the release of the lien placed on my commercial property located at [Property Address]. The lien was put in place on [Lien Date] due to [reason for lien].

As of [Date], I have fulfilled all obligations associated with the lien and request that the necessary documentation to release the lien be processed at your earliest convenience.

Enclosed are copies of relevant documents supporting my request, including [list any enclosed documents].

Thank you for your attention to this matter. Please confirm receipt of this request and let me know if there are any additional steps I need to take.

Sincerely,

[Your Name]
[Your Title, if applicable]
[Your Company Name, if applicable]