

Letter of Lien Release Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the release of the construction lien dated [insert lien date] that was placed on the property located at [insert property address]. The lien was recorded due to [brief reason for the lien, e.g., unpaid labor or materials].

As of [insert date], all obligations related to the construction project have been fulfilled, and all payments have been successfully settled. Therefore, I kindly ask that you complete the necessary steps to issue a lien release document.

Enclosed, please find copies of relevant documents, including proof of payment and any agreements pertaining to this matter. If you require any further information or documentation, please do not hesitate to contact me at your earliest convenience.

Thank you for your prompt attention to this matter. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position (if applicable)]