

Letter of Lien Release Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a lien release for the property located at [Property Address], which is identified by the parcel number [Parcel Number]. The lien was originally placed on the property on [Date of Lien], under the reference number [Lien Reference Number].

As of [Date Paid/Settled], the obligations associated with this lien have been fully satisfied. I have attached documentation confirming the payment and related transactions. Please initiate the lien release process and provide me with the necessary documentation to reflect this release.

Thank you for your prompt attention to this matter. Should you require any additional information or documentation, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

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