

# Request for Lien Release

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the release of the lien placed on my property located at [Property Address] due to the secured debt associated with [Loan/Account Number].

As of [Date of Final Payment], I have fulfilled all obligations pertaining to this debt. Enclosed, please find the documentation confirming the payment and any other relevant information for your reference.

I kindly ask that you process this lien release at your earliest convenience and provide me with a written confirmation once it has been completed. If there are any additional forms or procedures that I need to complete, please do not hesitate to inform me.

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

Sincerely,

[Your Name]