

Letter of Lien Release Request

Date: [Insert Date]

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

[Recipient Name]
[Recipient Title]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the release of the tax lien placed against my property located at [Property Address]. The lien was recorded on [Lien Recording Date] under the reference number [Lien Reference Number].

As of [Date], I have settled the outstanding tax obligations associated with the lien, as per the payment confirmation attached to this letter. I kindly request that you process the release of the lien at your earliest convenience.

Please find enclosed copies of the relevant documents for your review:

- Proof of payment
- Tax statement
- Any other supporting documents

I appreciate your prompt attention to this matter. Should you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your cooperation.

Sincerely,

[Your Name]