

Letter of Explanation Request for Pending 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 message finds you well. I am writing to formally request an explanation regarding the status of the pending lien release associated with my property located at [Property Address]. As of [Date of Last Correspondence], I was informed that the lien release was in process; however, I have yet to receive any further updates.

For my own records and peace of mind, I would appreciate any information you can provide regarding the timeline and any outstanding requirements that need to be fulfilled to expedite the release of the lien.

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

Sincerely,

[Your Name]