

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

[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 inquire about the status of the lien release for [Property Address or Description of the Property]. I understand that the lien was to be released following the completion of [specific payment or obligation], and I would appreciate your prompt attention to this matter.

Could you please provide an update on the current status of the lien release? If there are any documents or further information needed from my side to expedite the process, please let me know.

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

Sincerely,
[Your Name]
[Your Title/Position, if applicable]