

Letter of Lien Release Application

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the release of the lien on the following business asset: [Describe the asset, including any identification numbers or relevant details].

As of [Insert Date], we have fulfilled all obligations related to the previous agreement, including [Briefly outline any payment or contractual terms fulfilled].

In accordance with [Reference applicable law or regulation, if any], I kindly ask that you provide a written confirmation of the lien release at your earliest convenience.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email] if you require any further information or documentation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]