

Lien Release Request

[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 message finds you well. I am writing to formally request the release of the lien associated with my account [Account Number/Reference Number] following our recent financial settlement on [Settlement Date].

As per the terms of our settlement agreement, all obligations have been fulfilled, and the lien placed on [Property/Asset Description] is now necessary to be released. Enclosed, please find copies of the settlement agreement and any additional supporting documents as required.

I kindly ask that you process this request at your earliest convenience. Should you need any further information or clarification, feel free to contact me via [preferred contact method].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]