

Request for Lien Release

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

[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the release of the lien on my property located at [Property Address]. The lien was established on [Date of Lien Established], and was associated with [Brief Description of Lien or Reason for Lien].

As per our agreement, the obligations associated with the lien have been settled as of [Date Obligations Were Settled]. I have attached all relevant documentation to support my request, including proof of payment and any required forms.

Please process this request at your earliest convenience and send the released lien document to my address mentioned above. If you require any further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]