

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

[Date]

[Name of Tax Collector/Municipal Officer]  
[Name of Municipality/Taxing Authority]  
[Department Address]  
[City, State, Zip Code]

**RE: Request for Correction/Clearance of Tax Lien Defect**

**Property Address:** [Full Address of Property]  
**Parcel ID / Account Number:** [Insert Number]  
**Lien Reference Number:** [Insert Number, if applicable]

To the Tax Collector,

I am writing to formally request the clearance or correction of a defect regarding a municipal tax lien currently recorded against the property referenced above.

Upon review of the public records and my personal documentation, I have identified the following defect: [Briefly describe the defect, e.g., lien was paid in full but not released, incorrect parcel identification, statute of limitations expired, or assessment error].

I have enclosed the following supporting documentation for your review:

- [Document 1: e.g., Proof of payment/cancelled check]
- [Document 2: e.g., Copy of recorded deed]
- [Document 3: e.g., Title report showing the discrepancy]

Based on this evidence, I respectfully request that your office take the necessary steps to issue a Release of Lien, a Satisfaction of Lien, or an Amended Tax Statement to correct this record with the County Recorder's office.

Please provide written confirmation once this defect has been cleared or if further information is required from my side. I look forward to your prompt response regarding this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]