

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

[Date]

[HOA Board of Directors / Management Company Name]  
[Address]  
[City, State, Zip Code]

RE: Notice of Lien Defect and Request for Clearance  
Property Address: [Your Property Address]  
Account Number: [Your Account Number]

To whom it may concern,

I am writing to formally dispute the lien recorded against my property on [Date of Lien Recording] in the records of [County Name], Instrument Number [Instrument/Recording Number].

Upon review of the association's records and governing documents, I have identified the following defects regarding this lien:

- [Insert specific defect, e.g., Incorrect assessment amount calculation]
- [Insert specific defect, e.g., Failure to provide statutory notice prior to recording]
- [Insert specific defect, e.g., Payments previously made were not properly credited]
- [Insert specific defect, e.g., Inclusion of unauthorized legal fees or fines]

Due to these procedural and/or substantive errors, the lien is invalid. I request that the Association take immediate action to file a Release of Lien or a Correction of Lien with the County Recorder's office to clear the title of my property.

Please provide written confirmation within [Number, e.g., 10] business days that the process to remove or correct this defect has been initiated. Failure to rectify this matter may result in further legal action to protect my property rights.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]