

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: Notice of Cloud on Title and Request for Release**

Dear [Recipient Name],

I am writing to formally notify you regarding an issue discovered during a title search for the property located at: **[Property Address/Legal Description]**.

Records indicate that your name or entity is associated with a claim, lien, or interest registered against this property, specifically: **[Describe the instrument, e.g., expired mortgage, satisfied lien, or incorrect deed]**, recorded on **[Date]** as **[Recording/Instrument Number]**.

This entry currently constitutes a "cloud" on the title, preventing the clear transfer or refinancing of the property. I believe this claim is no longer valid because: **[State reason, e.g., the debt has been paid in full / the statute of limitations has expired]**.

I kindly request that you take the necessary steps to execute and record a formal release or quitclaim deed to clear this title within **[Number]** days of receipt of this letter. Please provide a copy of the recorded release to my attention once completed.

If you believe this claim remains valid, please provide written documentation supporting your position immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]