

Date: [Insert Date]

To: [Lienholder Name]

Address: [Lienholder Address]

City, State, Zip: [City, State, Zip]

RE: Notice of Unresolved Lien and Demand for Release of Title

Property Address: [Full Property Address]

Parcel/Account Number: [Insert Number]

Recording Information: [Book/Page or Instrument Number]

Dear [Contact Person or Department],

I am writing to formally request the immediate removal of a lien currently recorded against the above-referenced property. This lien is creating a cloud on the title and interfering with my legal rights as the property owner.

Our records indicate that this obligation has been satisfied, is expired, or is otherwise invalid for the following reason:

[Insert Reason: e.g., Full payment was made on Date; The statute of limitations for enforcement has passed; The lien was filed in error.]

Enclosed are supporting documents verifying this claim, including: [List attachments, e.g., canceled checks, payoff letter, or previous correspondence].

Please take the necessary steps to execute and record a formal "Release of Lien" or "Satisfaction of Lien" with the [County Name] Recorder's Office within [Insert Number, e.g., 14] days of receipt of this letter. Once recorded, please provide me with a copy of the recorded release for my files.

Failure to clear this title defect may result in further legal action to quiet title, including claims for damages or attorney fees where permitted by law.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]