

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

[Date]

[Recipient Name or Financial Institution]
[Department, e.g., Lien Release Department]
[Address]
[City, State, Zip Code]

RE: Request for Release of Lien / Clearance of Cloud on Title

Property Address: [Full Address of the Property]
Parcel Number: [Assessor's Parcel Number]
Recorded Document Reference: [Book/Page or Instrument Number of the Cloud/Lien]

Dear [Contact Person or Title],

I am writing to formally request the removal of a cloud on the title of the above-referenced property. According to a recent title search, your organization is listed as the holder of a [Type of Encumbrance, e.g., Mortgage, Judgment, or Lien] recorded on [Date].

I believe this encumbrance should be cleared for the following reason:

[Choose one and provide details:]

- The underlying debt was paid in full on [Date].
- The statute of limitations for enforcing this lien has expired.
- This lien was recorded in error and does not belong to the current owner.
- [Other specific reason].

Enclosed are supporting documents for your review, including [List documents, e.g., payoff letter, canceled checks, or death certificate].

I kindly request that you execute and record a [Release of Lien / Satisfaction of Mortgage / Quitclaim Deed] with the [County Name] Recorder's Office to clear this matter. Please provide me with a recorded copy or a confirmation of the filing within [Number] business days.

If there are any administrative fees associated with this discharge, or if you require additional information, please contact me immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List of attached documents]