

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

[Date]

[Insurance Company Name]
[Insurance Company Address]
[City, State, Zip Code]

RE: Request to Remove Lienholder Interest

Policy Number: [Your Policy Number]
Insured Vehicle/Property: [Year, Make, Model, VIN or Property Address]
Lienholder Name: [Name of Bank or Financial Institution]

To Whom It May Concern,

I am writing to formally request the removal of the lienholder listed above from my insurance policy. The loan associated with this [vehicle/property] has been paid in full.

I have attached a copy of the [Lien Release / Title / Paid-in-full Letter] issued by the financial institution as proof that their financial interest has been satisfied.

Please update my policy records immediately and issue a revised Declarations Page reflecting this change. If you require any additional information, please contact me at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosure: [List document attached, e.g., Lien Release Certificate]