[Date]

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

RE: Acknowledgment of Lienholder Addition

Property Address: [Full Property Address]

Loan/Reference Number: [Reference Number]

Dear [Contact Name or Department],

This letter serves as formal acknowledgment that [Company/Individual Name] has been successfully added as a lienholder on the above-referenced property, effective as of [Date].

Our records have been updated to reflect your security interest in the property. We confirm that the following information is now on file:

- Lienholder Name: [Lienholder Name]
- Lien Position: [e.g., First, Second]
- Recorded Date: [Date of Recording]
- Instrument/Document Number: [Number]

Future correspondence regarding the status of this property, including insurance notifications and tax information, will be directed to your attention at the address provided.

If there are any discrepancies in the information listed above, please contact our office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Company Name]