

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

[Date]

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

RE: Notice of Outstanding Lien Discovery

To Whom It May Concern,

I am writing to formally notify you that during a recent title search/record review regarding the property located at [Property Address/Description], an outstanding lien was discovered in favor of [Lienholder Name].

The details of the lien as per public records are as follows:

- **Recording Date:** [Date]
- **Document/Instrument Number:** [Number]
- **Original Amount:** \$[Amount]
- **Debtor Name:** [Name of Debtor]

Please provide a formal payoff statement or a letter of satisfaction confirming if this debt has been settled. If the lien remains active, please provide the current balance including any interest or fees, and instructions for payment to ensure a full release of the lien.

If you believe this lien was recorded in error or has already been released, please provide the relevant discharge documentation or recording information for our records.

We request a response regarding this matter by [Date]. Thank you for your prompt attention to this request.

Sincerely,

[Your Signature]

[Your Printed Name]