

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Title]

[Company Name/Lienholder Name]

[Address]

[City, State, Zip Code]

RE: Letter of Instruction for Clearing Title Defects and Lien Satisfaction

Property Address: [Full Address of Property]

Legal Description: [Insert Legal Description or Parcel ID]

Account/Loan Number: [Insert Number associated with the Lien]

Dear [Recipient Name],

I am writing to formally request the clearance of title defects and the satisfaction of the lien currently recorded against the above-referenced property. According to our records, a [Type of Lien, e.g., Mortgage/Judgment/Tax Lien] exists in favor of [Lienholder Name], recorded in [County Name] records at [Book/Page/Instrument Number].

I am instructing you to take the following actions immediately:

- Verify that the underlying debt associated with this lien has been paid in full or otherwise resolved.
- Prepare a formal "Satisfaction of Lien," "Release of Mortgage," or "Release of Judgment" document in recordable form.
- Execute and notarize the necessary release documents.
- Deliver the original, executed release to [Your Name/Title Company] at the address provided above for filing with the County Recorder's office.
- Provide written confirmation once the release has been forwarded for recording.

If there are outstanding requirements or fees necessary to process this satisfaction, please provide an itemized statement of such requirements within [Number] business days.

Time is of the essence as this matter affects the clear title of the property for [an upcoming sale/refinancing]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]