

Date: [Current Date]

To:

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

From:

[Your Name/Company Name]
[Your Address]
[Your Phone Number]

RE: DEMAND FOR RELEASE OF SUBORDINATE LIEN

Property Address: [Full Property Address]

Loan/Account Number: [Account Number]

Recording Information: [Book/Page or Instrument Number]

To Whom It May Concern,

This letter serves as a formal demand for the release of the subordinate lien held by [Lienholder Name] against the property referenced above.

The obligation secured by this lien has been satisfied in full as of [Date of Final Payment]. According to [State Statute/Local Law], a lienholder is required to execute and record a formal release or satisfaction of mortgage within [Number] days of receiving full payment.

Please provide the following within [Number] business days:

- A recorded copy of the Lien Release or Satisfaction of Mortgage.
- A confirmation letter stating that the account is closed and the balance is zero.

Failure to provide the requested release within the statutory timeframe may result in legal action to clear the title, including claims for statutory damages, attorney fees, and court costs.

Please forward the completed documentation to the address listed above.

Sincerely,

[Your Signature]
[Your Printed Name]