

[Your Name or Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Property Owner's Name]
[Property Owner's Address]
[City, State, Zip Code]

RE: RELEASE OF LIEN

To Whom It May Concern,

This letter serves as a formal notice that the lien filed by [Your Name/Company] against the property located at:

[Legal Description of Property and Physical Address]

Recorded on [Date of Original Lien] in the [County Name] County Records as Instrument/Document Number [Number] is hereby released and discharged in full.

The underlying obligation for which the lien was filed has been satisfied and paid in full. By signing this document, the claimant releases any and all interest in the property regarding the aforementioned debt.

Please ensure that this release is recorded with the County Clerk's office to clear the property title.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Capacity]

NOTARY ACKNOWLEDGMENT

State of [State Name]
County of [County Name]

On this [Date] day of [Month], [Year], before me personally appeared [Your Name], known to me to be the person who executed the within instrument and acknowledged to me that they executed the same.

Notary Public Signature

My Commission Expires: [Date]