

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

[Date]

[Lien Holder Name]
[Lien Holder Address]
[City, State, Zip Code]

RE: Payment Schedule for Lien Resolution - [Property Address]
Account/Lien Reference Number: [Reference Number]

Dear [Contact Person Name],

This letter serves as a formal proposal to resolve the outstanding lien on the property located at [Property Address]. I would like to request a structured payment plan to satisfy the total debt of \$[Total Amount Owed].

I propose the following payment schedule:

- **Initial Down Payment:** \$[Amount] to be paid by [Date].
- **Installment Amount:** \$[Amount] per month.
- **Payment Duration:** [Number] months.
- **Start Date:** [Date of first installment].
- **Final Payment Date:** [Date].

Upon completion of the final payment, I request that [Lien Holder Name] provides a formal "Release of Lien" document to be recorded with the [County Name] Recorder's Office.

Please review this schedule and let me know if it is acceptable. Once approved, I will begin payments immediately according to the dates listed above. If you require a signed agreement or have a specific form you prefer I use, please send it to my attention.

Thank you for your cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]