



P.O. Box 1071 | Poughkeepsie, NY | 12602-1071  
845.463.3011 | hvcu.org

**LIEN REQUEST LETTER**  
**For Non HVCU Refinances only**

\_\_\_\_\_  
Financial Institution's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number, if known

Re: Account/Loan Number \_\_\_\_\_

Enclosed please find a cashier's check which represents the payoff of the above referenced loan.

Please forward, within ten (10) business days, the lien satisfaction **or** Title with the lien marked "satisfied" for a \_\_\_\_\_

to: \_\_\_\_\_  
Year                      Make                      Model                      VIN

**Hudson Valley Credit Union**  
**Attn: Lien Specialist**  
**P.O. Box 1071**  
**Poughkeepsie, NY 12602-1071**

Thank you.

\_\_\_\_\_  
Borrower's Signature                      Date                      Print Borrower's Name

\_\_\_\_\_  
Co-Borrower's Signature                      Date                      Print Co-Borrower's Name

\_\_\_\_\_  
Contact Phone Number