

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

[Date]

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

RE: FORMAL DEMAND FOR RELEASE OF MECHANICS LIEN

Dear [Lienholder Name],

This letter serves as a formal demand for you to execute and record a full Release of Mechanics Lien regarding the property located at [Property Address].

The Mechanics Lien in the amount of \$[Amount] was recorded on [Date] as Instrument Number [Document/Instrument Number] in [County Name] County.

This release is required because:

- [Option 1: Full payment was made to you on [Date] in the amount of \$[Amount].]
- [Option 2: The lien was improperly filed because (State reason, e.g., lack of preliminary notice/expired statute of limitations).]

Under [State Name] law, a lienholder is required to release a lien once the underlying debt has been satisfied or if the lien is otherwise invalid. Please provide a copy of the recorded Release of Lien to the undersigned within [Number, e.g., 10] days of the date of this letter.

Failure to timely release this lien may result in legal action to remove the cloud on the title, for which we will seek all available remedies, including statutory penalties, attorney's fees, and court costs.

Please govern yourself accordingly.

Sincerely,

[Your Signature]
[Your Printed Name]