

**Date:** [Date]

**TO:** [Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

**RE: DEMAND FOR RELEASE OF MECHANICS LIEN**

**Property:** [Property Address/Legal Description]

**Claimant:** [Subcontractor Name]

**Lien Amount:** \$[Amount]

**Recorded Date:** [Date Lien Was Filed]

**Recording Information:** [Book/Page or Instrument Number]

Dear [Contact Person at Subcontractor Company],

Demand is hereby made for you to execute and record a full Release of Mechanics Lien regarding the above-referenced property within [Number, e.g., 10] days of the date of this letter.

This demand is based on the following: (Check one)

- Full payment of the underlying debt was made on [Date] via [Check Number/Payment Method].
- The lien is legally defective or expired under state statute [Cite Statute if known].
- The claim has been resolved through a settlement agreement dated [Date].

A copy of the proof of payment is enclosed for your reference. Under the laws of [State], failure to release a lien once the debt has been satisfied or the lien has become invalid may subject you to statutory penalties, court costs, and reasonable attorney fees incurred in an action to have the lien removed.

Please provide a recorded copy of the Lien Release to the undersigned at the address listed below once filed.

Sincerely,

[Your Name/Company Name]

[Your Address]

[Your Phone Number]

[Your Email]