

Date: [Date]

VIA: [Method of Delivery, e.g., Certified Mail]

TO:

[Lien Claimant Name]

[Address]

[City, State, Zip Code]

FROM:

[Your Name/Company Name]

[Address]

[City, State, Zip Code]

RE: Demand for Conditional Release of Mechanics Lien

Property Address: [Legal Description or Street Address of Property]

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

Claim Amount: \$[Amount]

Dear [Claimant Name],

This letter serves as a formal demand for the delivery of a **Conditional Waiver and Release of Lien Upon Progress Payment** (or Final Payment) regarding the above-referenced property and lien filing.

We are prepared to issue payment in the amount of \$[Amount] to resolve the outstanding balance. However, as a condition of this payment, we require a signed release form stating that the lien will be discharged and released upon the clearance of this specific payment.

Please provide the executed conditional release document by [Date] so that payment may be processed without further delay. Failure to provide this release may result in the withholding of funds or legal action to dispute the validity of the lien.

Please send the document to the following address: [Email or Physical Address].

Sincerely,

[Signature]

[Printed Name]

[Title/Company]