

Date: [Date]

TO:

[Name of Lien Claimant]

[Claimant's Address]

[City, State, Zip Code]

RE: DEMAND FOR UNCONDITIONAL RELEASE OF MECHANICS LIEN

To [Name of Contact Person or Company],

This letter serves as a formal demand for the immediate execution and recording of an Unconditional Release of Lien regarding the property located at:

Property Address: [Full Address of Property]

Legal Description: [Legal Description if available]

Recording Information: [Instrument/Book/Page Number of the Lien]

Records indicate that you filed a Mechanics Lien against the aforementioned property on [Date Lien was Filed] in the amount of \$[Amount of Lien].

Full payment in the amount of \$[Payment Amount] was issued to you on [Date of Payment] via [Check Number/Payment Method]. As this balance has been satisfied in full and there are no remaining outstanding costs associated with your contract or work performed, you are legally required to release the lien.

Please provide a recorded copy of the Unconditional Lien Release or a signed, notarized Release of Lien form suitable for recording to the undersigned within [Number of Days, e.g., 10] days of receipt of this letter.

Failure to release this lien in a timely manner may result in legal action to have the lien removed, which may include claims for statutory penalties, attorney fees, and court costs.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]