

Date: [Insert Date]

TO:

[Lien Claimant Name]

[Address]

[City, State, Zip Code]

RE: DEMAND FOR PARTIAL RELEASE OF MECHANICS LIEN

Project Information:

- **Property Address:** [Insert Property Address]
- **Lien Recording Date:** [Insert Date Lien Was Filed]
- **Lien Instrument/Recording Number:** [Insert Recording Number]
- **Total Original Lien Amount:** \$[Insert Total Amount]

Dear [Contact Person Name],

This letter serves as a formal demand for a partial release of the mechanics lien currently encumbering the property referenced above. This demand is based on the partial payment made to your company on [Insert Date Payment Made] in the amount of \$[Insert Payment Amount].

As of the date of this letter, the remaining balance subject to the lien should be reduced to \$[Insert Remaining Balance].

Please execute and record a "Partial Release of Lien" or "Partial Satisfaction of Lien" reflecting the adjusted balance within [Insert Number of Days, e.g., 10] business days. Once recorded, please provide a copy of the stamped release to my attention.

Failure to provide a partial release for the value received may result in legal action to compel the release or to challenge the validity of the lien for the paid portion, including any available statutory penalties and attorney fees.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]