

VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Date: [Insert Date]

To: [Contractor/Claimant Name]
[Company Name, if applicable]
[Address]
[City, State, Zip Code]

Re: NOTICE OF DEMAND TO RELEASE MECHANICS LIEN

Dear [Contractor/Claimant Name],

This letter serves as a formal demand for the immediate release and cancellation of the Mechanics Lien filed against the property located at:

[Property Address]
[City, State, Zip Code]
Legal Description: [Insert Legal Description/Parcel Number if known]

The lien was recorded on [Date of Recording] in the records of [County Name] County, as Document/Instrument Number [Insert Number].

This demand is being made because the lien is invalid or should be released for the following reason(s):

- [Option A: The underlying debt has been paid in full.]
- [Option B: The lien was not filed within the statutory timeframe required by law.]
- [Option C: Proper preliminary notice was not provided prior to filing.]
- [Option D: Other - specify reason here.]

Failure to release this lien within [Insert Number, e.g., 10 or 15] days of receipt of this letter will result in legal action to have the lien removed. Please be advised that under [State Name] law, if a court finds a lien to be frivolous or improperly maintained, you may be held liable for attorney's fees, court costs, and potential statutory damages.

Please provide a recorded copy of the Lien Release/Satisfaction of Lien to the undersigned at the address provided below once completed.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Address]
[Your Phone Number]
[Your Email Address]