

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Lien Claimant Name]

[Claimant Address]

[City, State, Zip Code]

**RE: Letter of Instruction for Release of Mechanics Lien**

Dear [Contact Person Name],

Enclosed please find check number [Check Number] in the amount of \$[Amount], representing final payment for labor, materials, and/or services provided regarding the property located at:

**Property Address:** [Full Address of Property]

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

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

Acceptance of this payment is conditioned upon the immediate release and discharge of the Mechanics Lien currently recorded against the aforementioned property. Please execute the following actions:

1. Execute a formal "Release of Mechanics Lien" or "Lien Satisfaction" document.
2. File said release with the [Name of County] County Recorder's Office within [Number of Days] days of receipt of this payment.
3. Provide a file-stamped copy of the recorded release to the undersigned at the address listed above.

Please acknowledge receipt of this final payment and your agreement to these terms by signing below and returning a copy of this letter.

Sincerely,

[Your Signature]

[Your Printed Name]

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**Acknowledgment of Receipt and Agreement to Release Lien:**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_